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E.P.A

Budget Automation System

Version 7.0.0

User Guide

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Rev. 7.0

Developed by KeyLogic Systems, for

Office of the Chief Financial Officer

System Overview

Budget Automation System (BAS) version 7.0.0

EPA's Office of the Chief Financial Officer (OCFO) uses BAS to house resource ($/FTE) and performance (Annual Performance Goals and Performance Measures) information within the Agency-wide strategic planning framework (Goals, Objectives, Sub-objectives and Strategic Targets).

They use BAS to support all Agency budget evolutions, including budget planning, budget submission to OMB and Congress, developing the budget Operating Plan, and budget execution.

System Navigation

ACCESSING SCREENS

- o Click on the corresponding screen icon in the toolbar.

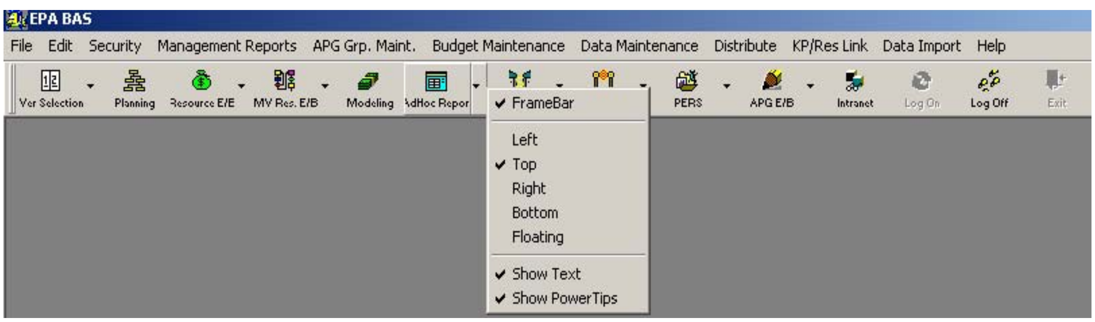
  OR

- o Select **File** on the menu bar, then **Open** or **Edit**, and the desired screen name.

TOOLBAR

The user may display the tool bar somewhere else on the screen besides the top.

Right click anywhere on the tool bar and see this dropdown menu:



Select the desired location (left, top, right, bottom, or floating) from the menu.

STATUS BAR

The status bar will appear at the bottom of all screens the user opens. The User can look to the status bar for very useful information.

The first field in the status bar will generally say **Ready**, informing the user the system is ready for viewing or updating. The first field can give other descriptive information.

For example, if the user moves the mouse to one of the screen icons, the first field will say **Opens Resource Screen**.

The second field in the status bar tells the user which **system screen** is being displayed.

The third field in the status bar displays the **User Name** that was entered upon logging onto the system.

The fourth field in the status bar displays the **User Type** of the user that is logged onto the system. NPM Users will see "NPM" displayed in this field in the status bar. AHH Users will see "AHH" displayed and similarly, AHR Users will see "AHR" displayed.

The fifth field in the status bar displays the **user's access rights** to the screen that is currently open.

For example, if the user has the Resource Screen open with the selected NPM, this field will display "Edit" to signify the user's update rights to that NPM. If the user does not have edit rights to a screen, "View" will be displayed in the status bar.

The last field in the status bar displays the selected Fiscal Year, Cycle, and Version information. For example, if you selected **1999 PRS 2.0 President's Budget**, this will be displayed in the status bar.

BAS User Types

The Budget Automation System has the capability of limiting different users to varying levels of data access. There are seven different user types: Superuser, OC User, OPAA User, NPM User, AHH (Headquarters Allowance Holder) User, AHR (Regional Allowance Holder) User, and View Only User.

SUPERUSER

Superusers are the system administrators who have access to all data and functions of the system.

OC USER

An OC User may view all data but may only update assigned data and may also have access limited to certain versions.

OPAA USER

Office of Planning Analysis and Accountability user. Normally responsible for maintaining strategic planning information, including SubObjective evaluation criteria.

NPM USER

NPM Users may view all data in NPMs and versions to which they have been assigned VIEW access. NPM Users may view and update data in NPMs and versions to which they have been assigned UPDATE access.

ALLOWANCE HOLDER USERS

Allowance Holder users may view all data but only update assigned data. They may also have access limited to certain versions.

Two Allowance Holder User types exist: Headquarters Allowance Holder (AHH) and Regional Allowance Holder (AHR). Different records are available for viewing and updating depending upon the AH User type.

VIEW ONLY USER

View only users can view all data, with the exception of budget versions assigned as "No Access" by a Superuser.

Bas Basics

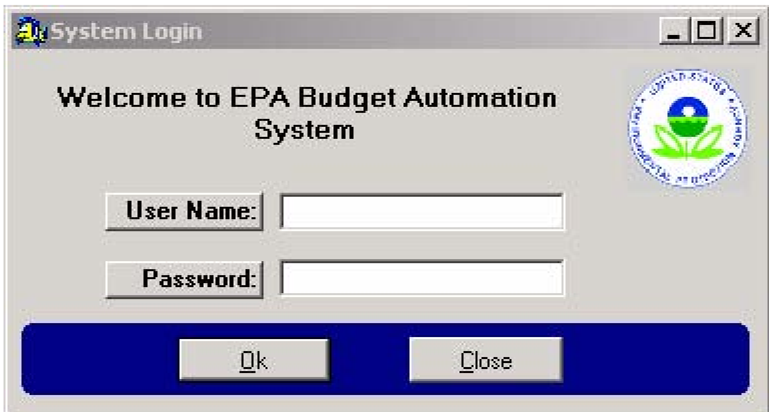
User Logon

See also:

Logoff/Exit

Change Password

To access any data within BAS, users must first log on to the system. The logon screen is displayed when first launching the system, and can also be selected through the "Log On" toolbar icon of the main system toolbar. This icon is only available after first logging off the system.



Enter your user name in the **User Name** box.

Enter your password in the **Password**: box.

Click **OK**.

Note: The user name and password fields are case sensitive.

Base Version Selection

During the budget development process, each version created reflects a different period in the process. In order to view and/or update the appropriate information, it is essential that the user know precisely which budget version to access.

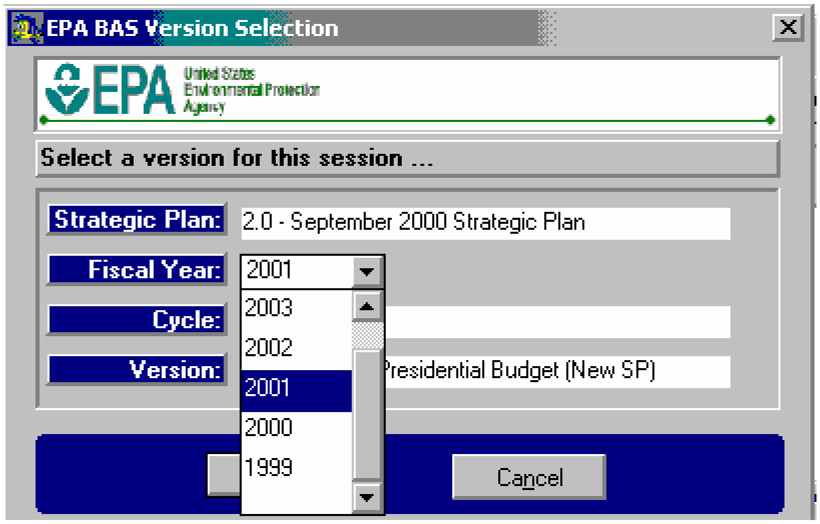
- o Click 

on the toolbar;

  OR
- o Select **File>Version>Version Selection** from the main menu;

  OR
- o Press **Ctrl + V**.

The following box will appear:



Select a **Strategic Plan, Fiscal Year, Cycle,** and **Version** from the dropdown lists.

Click **Select**.

Note: The version selected becomes the default (base version) for the current session.

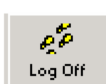
For example, if the user selects **1999 PRS 2.0 FY99 President Budget**, when the Resource Screen is accessed it will be populated with 1999 PRS 2.0 resource information. When the user opens single version screens (i.e. APG Edit/Browse Screen, Resource Edit/Browse Screen, Standard Reports Screen) 1999 PRS 2.0 data will be displayed.

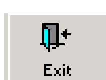
If a base version is not selected upon initial entry into the Budget Automation System, the **Version Selection Screen** will automatically appear whenever a screen that requires a version selection is accessed.

To change versions, follow the same steps as for selecting the initial base version.

Logoff/Exit

To complete your BAS session, logoff from the session prior to closing out the BAS application as follows:

- o Click 

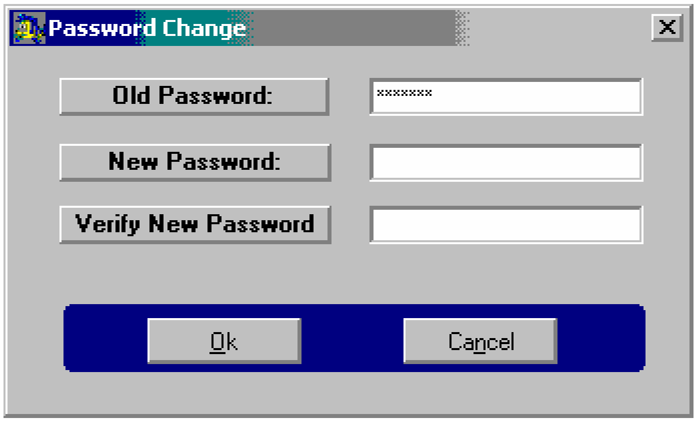
on the toolbar or select the **File / Logoff** menu item.
- o Click 

on the toolbar or select the **File / Exit** menu item

Change Password

Users may change their password at anytime, but will be prompted by BAS to revise their password if it has not been updated in 90 days.

The user may proactively change their password by selecting **Security>Change Password** from the menu to reach this screen:



- Enter a new password (cannot be the same password)
- Verify the password by entering it again
- Click **OK**.

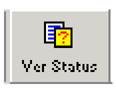
NOTE: New BAS users will be prompted to change their password immediately after their first logon.

Version Status

Version Status Screen

The Version Status Screen displays information about each version in the Budget Automation System. Only a Superuser has update rights to this screen; however, all other users have view access.

To access the **Version Status** screen:

- Click the  icon (on a dropdown from the **Version Selection** icon)

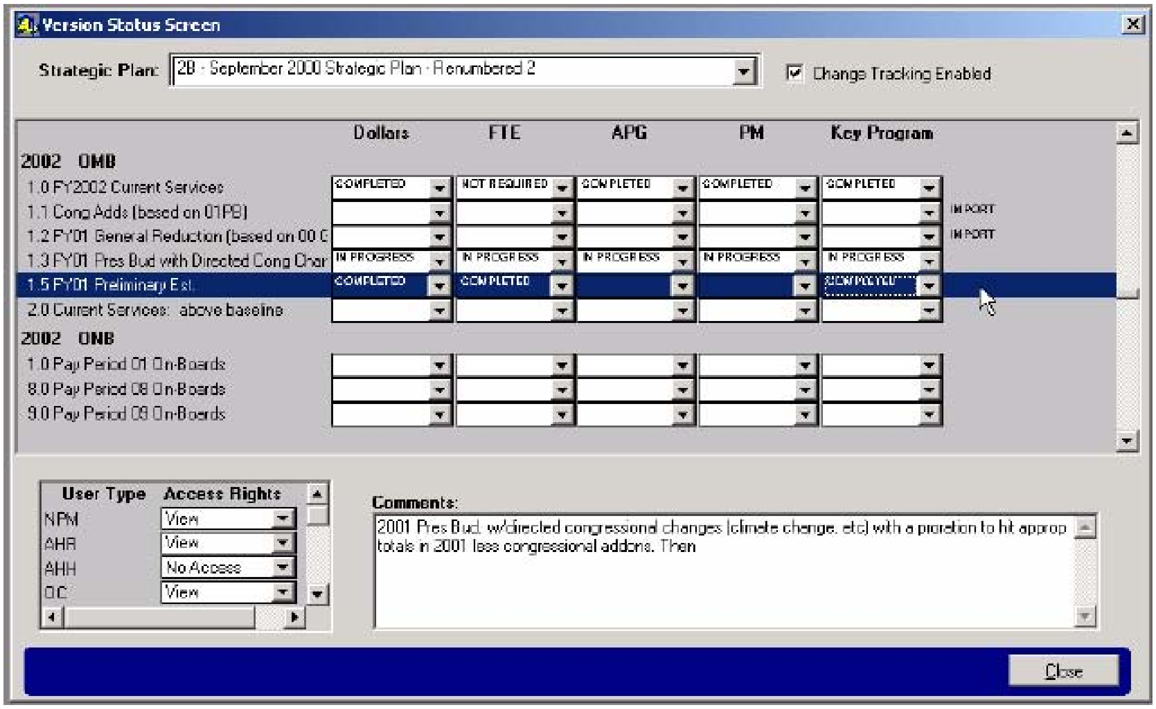
  OR
- Select **File>Version>Version Status** from the menu

  OR
- Press **Ctrl + T**

SELECT A STRATEGIC PLAN

The default version of the **Strategic Plan** will appear in the window. To view the status of an alternate plan, select the desired Strategic Plan view using the dropdown menu. This selection will have no affect on the base budget plan version.

VIEWING DATA STATUS

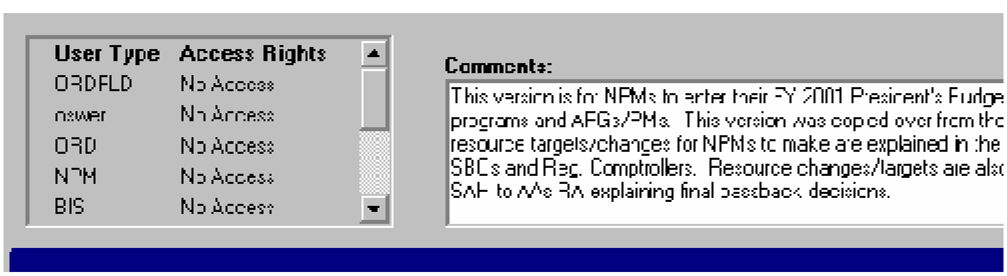


A grid is displayed with each version and the various types of data in the version (Dollars, FTE, APG, PM, and Key Programs). The status of each type of data is displayed as **Completed**, **In Progress**, or **Not Required**. The data status is an indication of what stage the users are at in entering and updating information for that particular version.

CHANGE TRACKING ENABLED

When the checkbox labeled Change Tracking Enabled is checked, BAS will log any changes made to the Version Status grid. The user will be prompted for some reason for the desired change, and a log of user ID, date, and time of the change will be maintained. Only SuperUsers may check or uncheck the Change Tracking Enabled checkbox.

VIEWING USER TYPE ACCESS RIGHTS



At the bottom of the Version Status Screen, the user can view the **Access Rights** each User Type has to a particular version. The **Access Rights** are: Update, View Only, and No Access. The **User Types** are: NPM, OC, OPAA, HQ AH, and RG AH.

COMMENTS

A Comments box is displayed in the bottom right side of the screen to display comments about each version.

Planning Screen

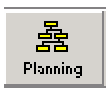
View Goals/Objectives/SubObjectives/Strategic Targets

See also:

- View Goal/Objective/Subobjective /Strategic TargetsTitle and Summary Information
- Review/Update Subobjective Evaluation Criteria

The **Planning Screen** allows the user to view Agency-Wide Goals, Objectives, Subobjectives and Strategic Targets. Evaluation Criteria and Sensitive Population information can also be viewed from this screen.

TO ACCESS THE PLANNING SCREEN:

Click the 

button on the toolbar

Select **File>Open>Planning** on the menu.

Press **Ctrl + P**

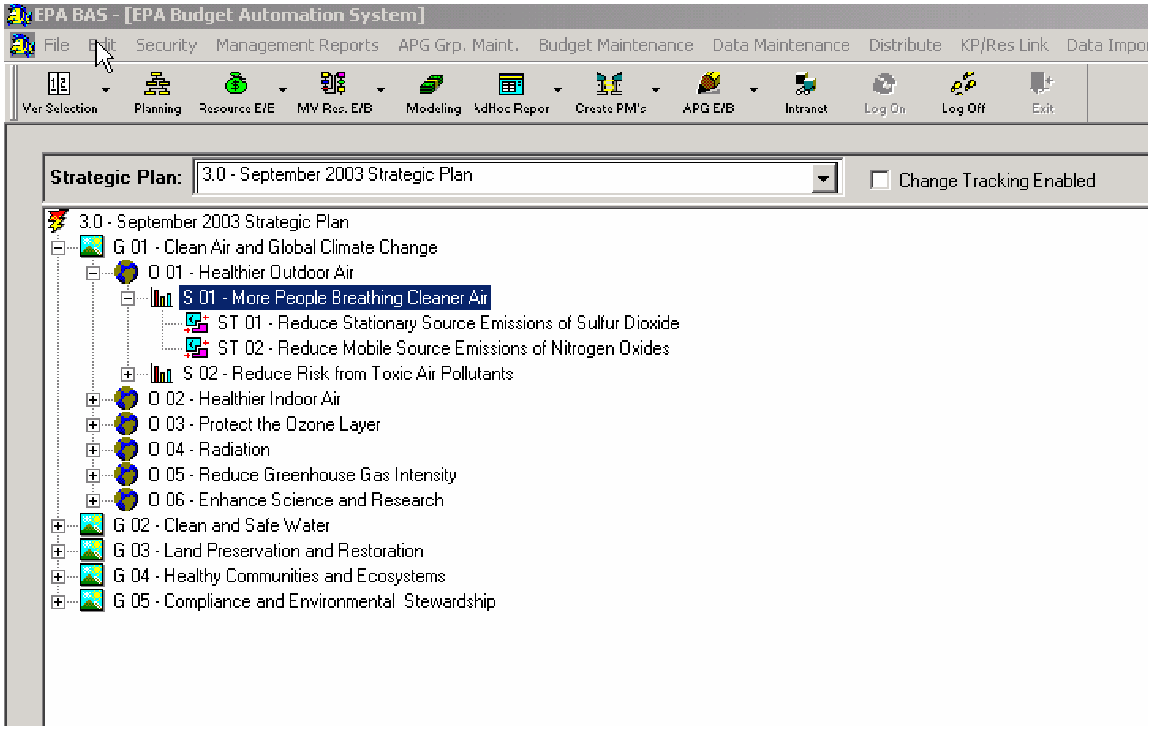
STRATEGIC PLAN DISPLAY

Strategic Plan information is displayed at the top of the screen.

Select a **Strategic Plan** from the drop-down box.

PLANNING TREE

Agency-Wide Goals, Objectives, Subobjectives and Strategic Targets are displayed in a tree-style view. The planning tree is a useful way of viewing the hierarchical relationships between Goals, Objectives, Subobjectives and Strategic Targets.



CHANGE TRACKING ENABLED

When the checkbox labeled Change Tracking Enabled is checked, BAS will log any changes made to the Goals, Objectives, SubObjectives and Strategic Targets. The user will be prompted for some reason for the desired change, and a log of user ID, date, and time of the change will be maintained. Only SuperUsers may check or uncheck the Change Tracking Enabled checkbox.

EXPANDING THE PLANNING TREE

- Double click on the **Goal** to view all associated Objectives.
- Double click on the **Objective** to view all associated Subobjectives.

OR

- Single click on the '+' sign next to the **Goal**
- Single click on the '+' sign next to the **Objective**

COLLAPSING THE PLANNING TREE

- Double click on the **Objective** or **Subobjective**.

OR

- Single click on the '-' sign next to the **Goal** or **Objective**.

View Title and Summary Information

Users can view title and summary information for each Goal, Objective, Subobjective and Strategic target in the **Planning Screen** tree.

Note: Only Superusers have update rights to Goal, Objective Subobjective and Strategic target titles and statements. AH Users can view but not change title and summary information.

See also:

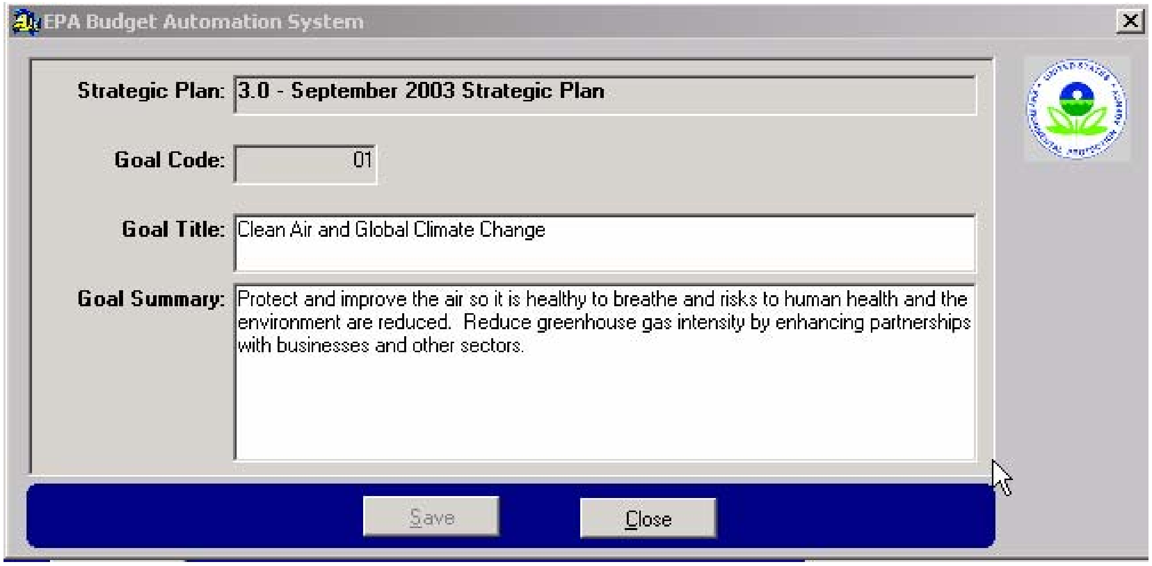
- View Planning Goals/Objectives/SubObjectives/Strategic Targets
- Review/Update Subobjective Evaluation Criteria

Viewing Goal, Objective, or Subobjective or Strategic Target Title and Summary Information

On the **Planning** screen, place the cursor over the desired **Goal, Objective, Subobjective or Strategic Target**

- o Right click and select **View/Edit** from the menu.

The Title & Summary screen below will appear:



Subobjective Evaluation Criteria

Evaluation Criteria information is assigned to individual Subobjectives.

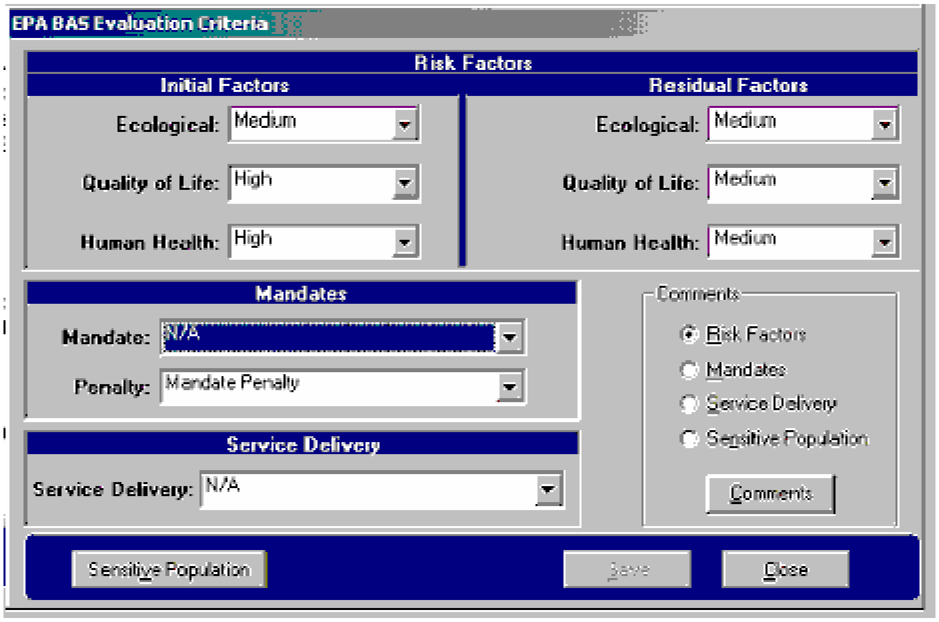
See also:

- View Planning Goals/Objectives/SubObjectives/Strategic targets
- View Goal/Objective/SubObjective /Strategic Targets Title and Summary Information

VIEWING EVALUATION CRITERIA INFORMATION

On the **Planning** screen, place the cursor over a **Subobjective** and right click.

Select **Evaluation Criteria** from the popup menu.



Note 1: OC, AHH and AHR Users have view only rights in the Evaluation Criteria screen.

Note 2: Remember to scroll up when selecting information from the dropdown boxes to view all selections.

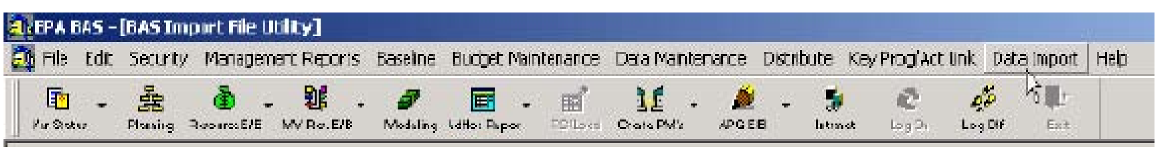
Select one of the following sub-topics for more information:

- Updating Risk Factors
- Updating Mandates
- Updating Service Delivery
- Updating Sensitive Population Information

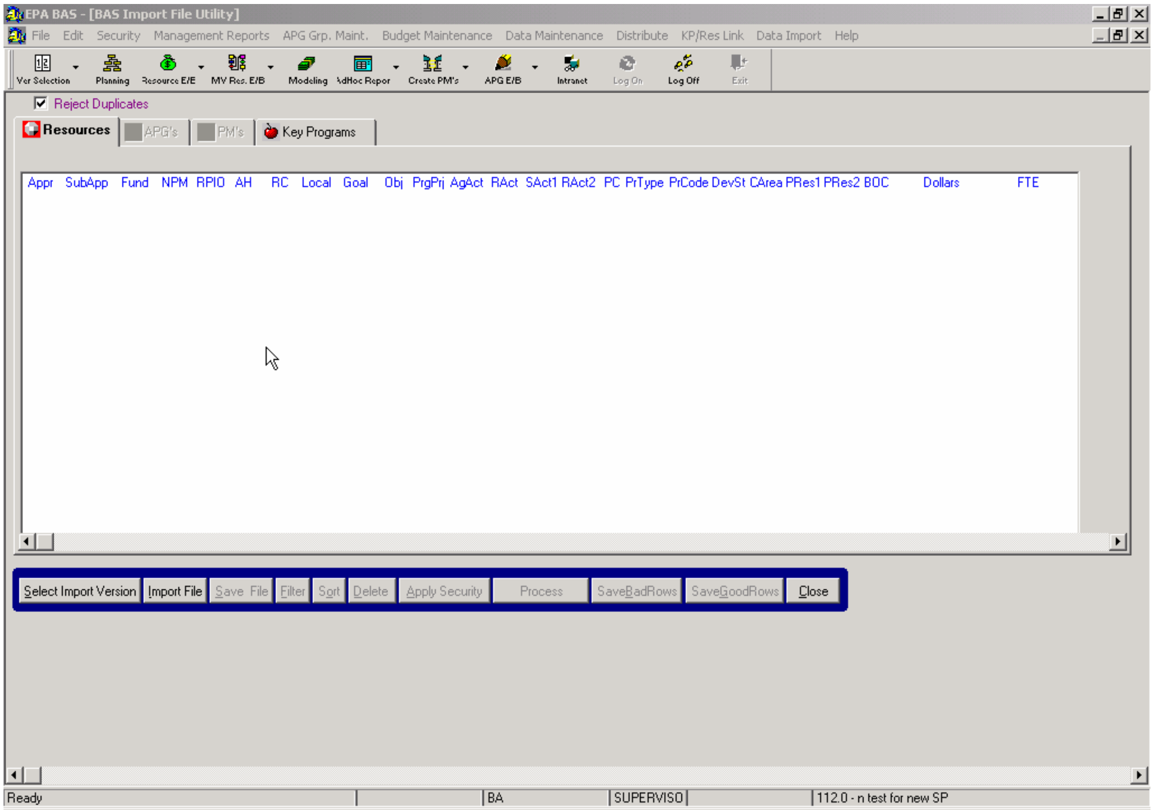
Data Import Utility

Data Import

Data can be imported from an external source directly into a BAS version. The **Data Import** button is located on the top of the screen just to the left of **Help**.



- o Click the **Data Import** button. The screen will contain tabs displaying the type of data you will be importing (**Resources, APG's, PM's** and **Key Programs**)



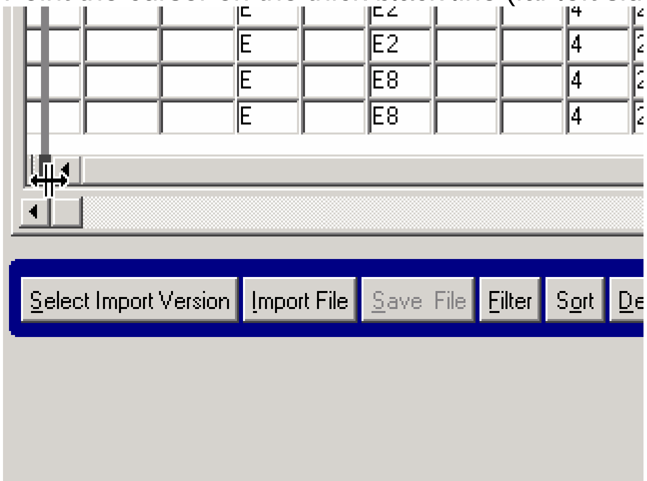
- Select the tab corresponding to the data you want to import
- Click **Select Import Version**. You may want to check the **Version Status** screen to verify the version is designated for import.
- Click **Import File** to upload your import file. For more details on creating an **Import File** see Import File Layout

After the file you are importing is available in the Data Import Utility you can make changes to the file. You can **sort, filter** and **delete**. **Save** file after making any changes

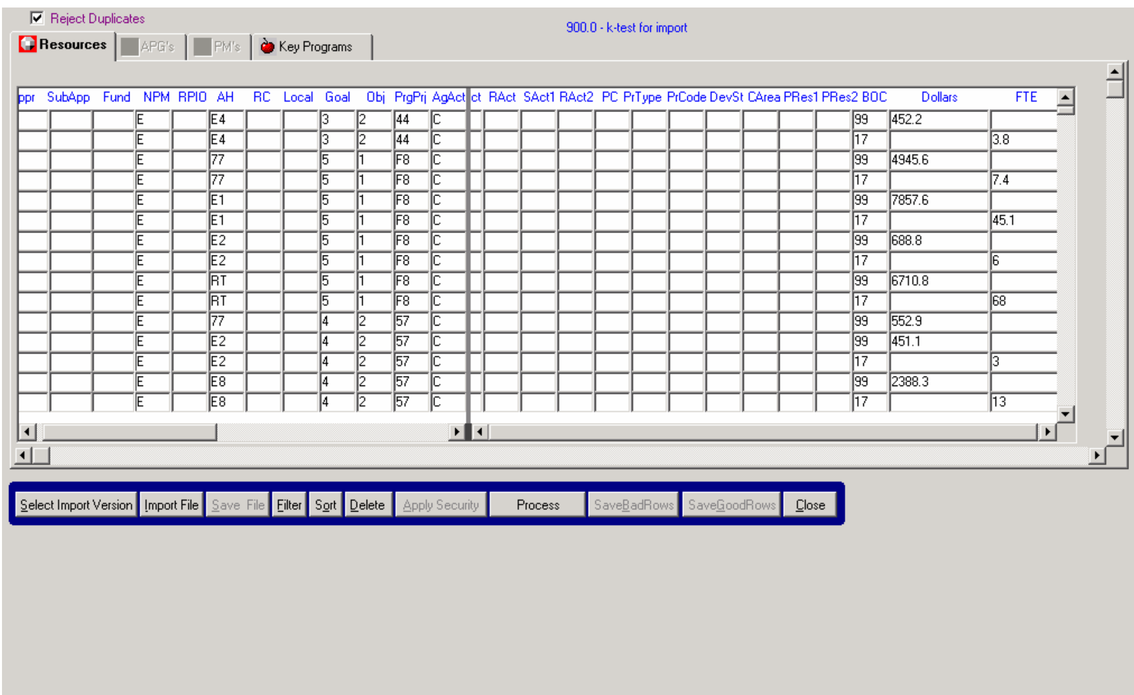
- Apply validation checks by selecting the **Apply Security** button. This function allows for a security check to ensure edit rights to the assigned user.
- Click **process**, which will copy the data to the import version you selected. This process actually performs two roles. Data is first saved in a temporary staging table and then processed into BAS relational tables, which validates each data element

- To view all your columns while making changes to your file use the **horizontal split scroll bar**.

- o Point the curser on the thick black line (far left side) of the horizontal scroll bar.



- o When the curser changes to a **split pointer**, drag the split box to the right to the position you want. Use the split screen to view the columns by placing the curser on the arrows.



- o To undo, drag the split pointer to the far left and release.

Data Import Formats

IMPORT FILE LAYOUT

To create an **Import file**, open a spreadsheet.

Label Row 1 with headings on the corresponding tab of the BAS **Data Import** module (Headings are case sensitive).

Format all cells for text. Enter data (or copy from another file) into appropriate columns, accounting for leading zero's where appropriate (not required for Goal, Objective, SubObjective or Strategic Target). Make sure that empty cells contain no spaces (BAS interprets a space as data and will return an error).

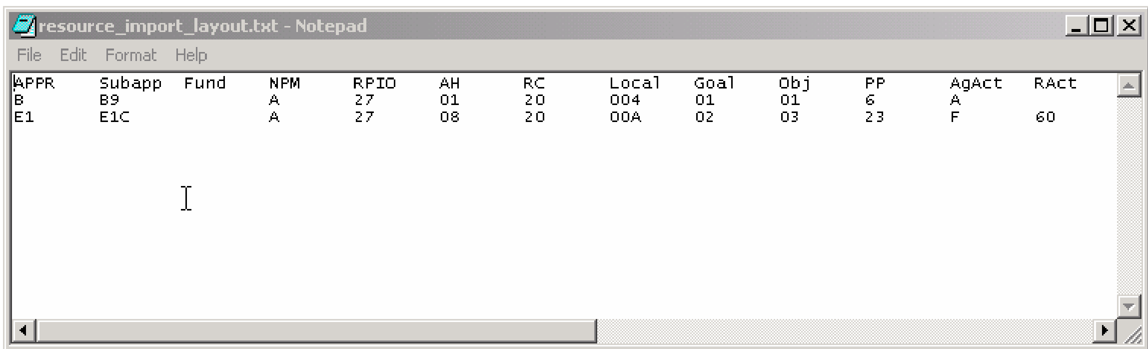
Save the file as a Text File (tab delimited, normally having a file extension. txt) somewhere you can easily retrieve it.

NOTE: All data, including column headings, must be tab delimited. Source data delimited in another fashion must be converted to tab delimited or it will not work. Column types and maximum lengths are as follows:

Data	Column Heading	Data Type	Max Length
Appropriation	Appr	Character	6
Subapprop	Subappr	Character	6
Fund	Fund	Character	6
NPM	NPM	Character	5
RPIO	RPIO	Character	2
Allowance Holder	AH	Character	2
Responsibility Center	RC	Character	2
Local Opltion	Local	Character	3
Goal	Goal	Number	2
Objective	Obj	Number	2
Program Project	PrgPrJ	Character	3
Agency Resources	AgAct	Character	1
RPIO Resources	RAct	Character	3
RPIO Subresources 1	SubAct1	Character	3
RPIO Subresources 2	SubAct2	Character	3
Program Component	PC	Character	2
Project Type	PRType	Character	1
Project Code	PRCode	Character	2
Development Stage	DevSt	Character	1
Cost Area	CArea	Character	2
Project Reserve 1	Pres1	Character	2
Project Reserve 2	Pres2	Character	2

Budget Object Class	BOC	Character	3
Key Program Code	Keyprog	Character	2
Dollars	Dollars	Number	15 (1for decimal)
FTE	FTE	Number	15 (1 for decimal)

Example of a Resource type resource records:



Example of a Key Program type resource records:

Resource Edit Browse Screen

Resource Edit Browse Setup

See also:

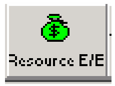
- Modifying Resource Records
- Multi-version Resource Edit/Browse Screen

The Resource Screen displays resource information by NPM for NPM Users and by AH for AH Users. Key Program, Annual Performance Goal (APG), Performance Measure (PM), Resources, and Budget Object Class (BOC) information can be accessed as well as Dollar and FTE information. The Fund, RC, Comp (Program Component) are optional fields for which you do not need to enter data. The offices that have approval can only use RPIO Resources. All other fields require data. Only the Goals that contain resource information for the selected NPM will be displayed.

Note: Please load "99" in the BOC column if you are not specifying a BOC

RESOURCE E/B SCREEN ACCESS

Access to the Resource E/B Screen can be accomplished in any of 3 ways:

- o Click the  button on the toolbar.

- o Select **File>Open>Resource>Resource Edit/Browse** from the menu.
- o Press **Ctrl + E**

VERSION SELECTION

If a base version has not yet been selected, the **Base Version Selection** screen will appear. See Selecting the Base Version.

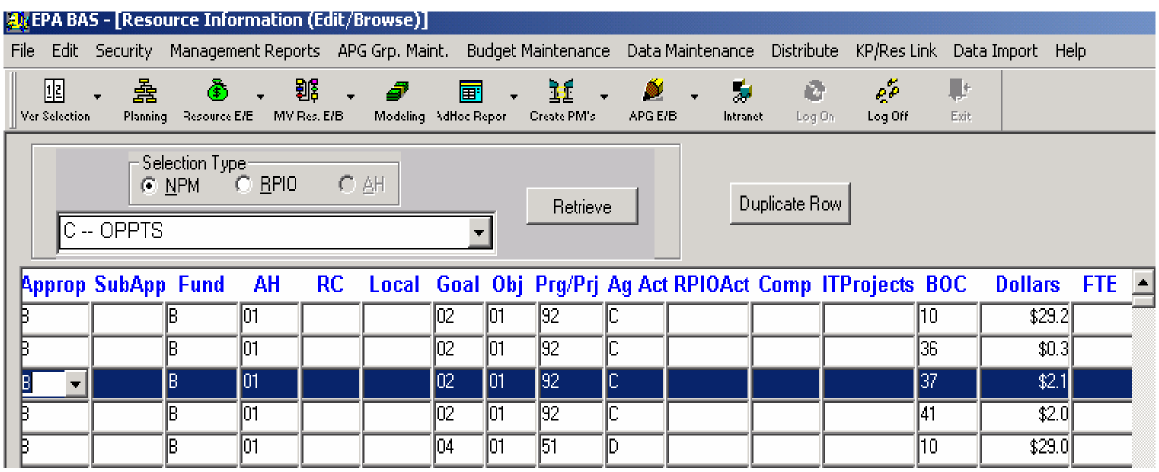
PARAMETER SELECTION

Data on the resource screen is displayed according to the parameters selected at the top of the screen. Options will be available according to the user's access privileges (See NOTES below).

Selection Type: Select NPM, RPIO (only available for OPP Cycle budget versions), or AH by clicking the appropriate radio button.

Choose the desired **NPM/RPIO/AH** (corresponding to the **Selection Type** choice) from the dropdown list.

Select the **Retrieve** button.



ADDING RESOURCE RECORDS

- o Click **Insert** to add a blank row

- o Select **Approp, SubApprop, AH, Local, Goal, Objective, Program Project, Agency Resources, RPIO Resources, IT Project** and **BOC** from the drop down lists.
- o Click **Save**.

You can also add and update resource records by using the **Duplicate** button.

- o Highlight the row you want to duplicate and **click** the **Duplicate** button.
- o Select the **columns** and use the drop down list to change or update record.
- o Click **Save.**

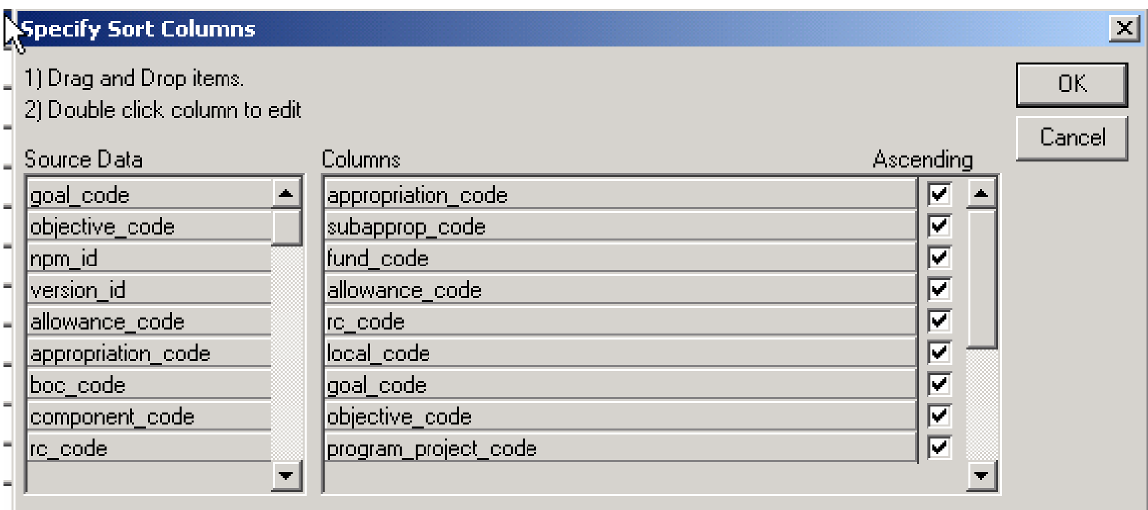
DELETING RESOURCE RECORDS

- o Highlight the row and click the **Delete** button at the bottom of the screen.

SORTING DATA

By default, data is sorted left to right in the resource grid. You can change the way data is sorted by using the **sort** button on the bottom of the screen.

- o Click **sort** and a pop-up window named Specify Sort Columns will appear
- o Click on the column of interest on the right side of the screen and **drag** the column to the location in the order that best suits your needs.

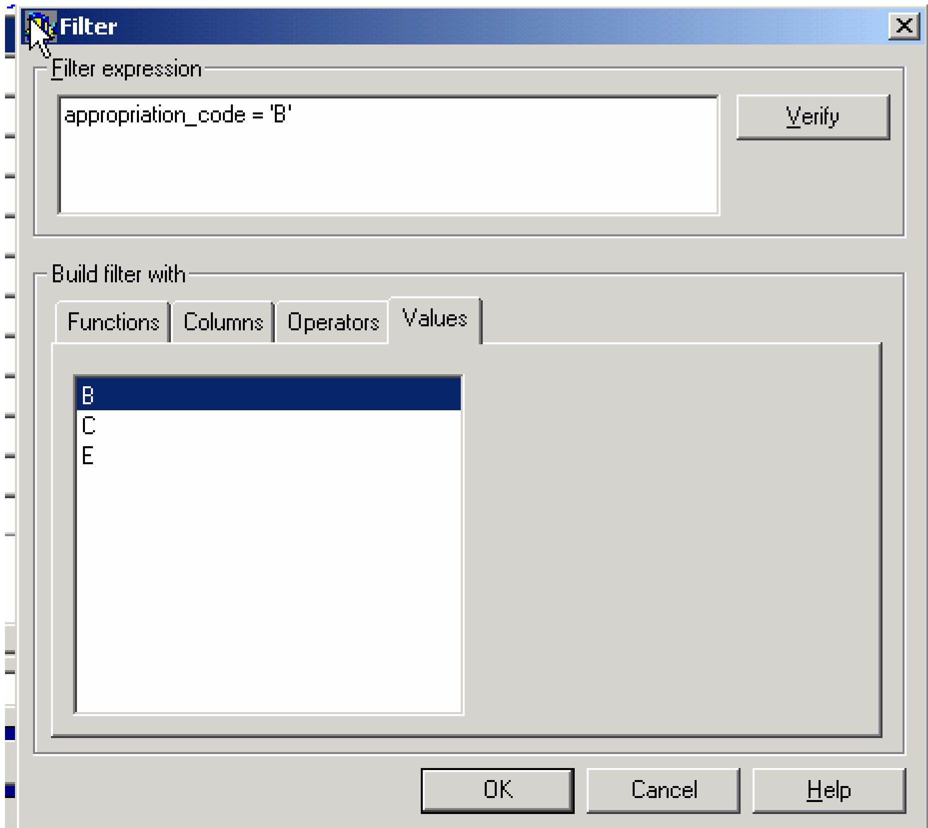


FILTERING DATA

You can use the **filter** button at the bottom of the screen to limit data displayed in the grid.

- o Click **filter** and a pop-up window named filter will appear.
- o Click on the **Columns** tab and double click the appropriate column
- o Click the **Operator's** tab and double click the appropriate operation
- o Click on the **Values** tab and double click the appropriate value

- (Optional) You may want to click **Verify** to make sure your filter is valid
- Click **OK** to apply the filter to your data set



Selected information will populate the columns noted in the large text box.

VIEWING TITLE INFORMATION

Only code information is displayed in the grid. However, users may want to view the title information as well as the codes.

- Click any field in the grid

The title information for the field will be displayed in the text box at the bottom of the grid.

NOTES:

Superusers may view OPP cycle budget versions by any of the values, defaulting to RPIO display. If NPM is selected for OPP versions, then the data is View Only. All other budget versions can be viewed by NPM or AH, defaulting to NPM display.

NPM users may view OPP cycle budget versions by NPM (view only) or RPIO. All other budget versions are viewed by NPM.

AH users may only view budget data by Allowance Holder.

Modifying Resource Records

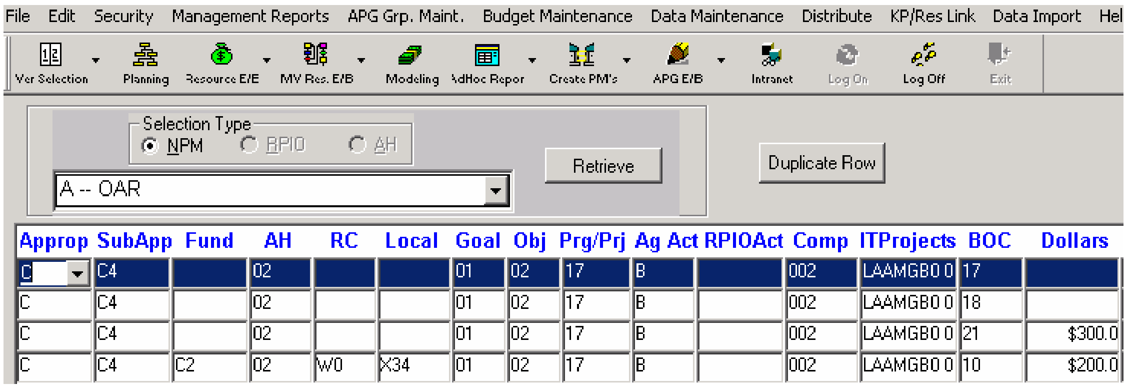
See also:

- Resource E/B Screen

ADDING RESOURCE RECORDS

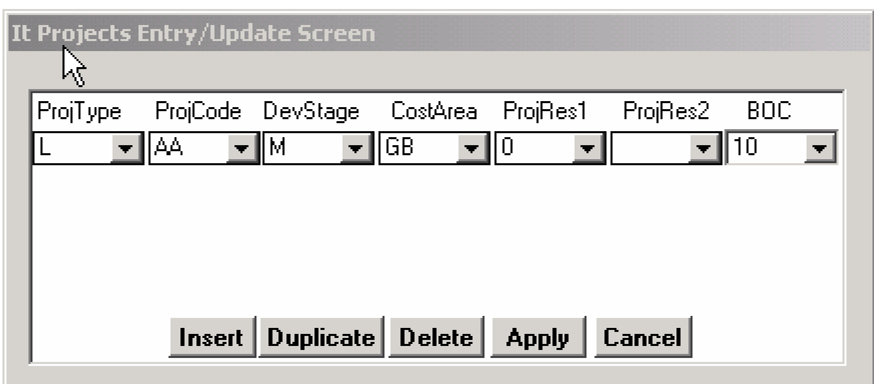
To add an additional Resource Record either:

- o Highlight the row you wish to duplicate.
- o Click **Duplicate Row** button at upper right of the screen.



OR

- o Click the **Insert** button at the bottom of the screen.
- o Select **Approp, SubApprop, Allowance Holder, Local** (for congressional add-ons), **Goal, Objective, Program Projects, Agency Resources, RPIO Resources** (for those offices that have received approval to use this field) from the drop down box.
- o Select **It Project**



(an Entry/Update screen will open). Select the appropriate code to build the IT Project record you desire

- o For more details on the **It project function** see the IT Project Data section.
- o Select a **BOC** (select a "99" if you are not specifying a BOC) from the drop down box.
- o Enter a **dollar** value or a **FTE** value.
- o Click the **Save** button.

UPDATING RESOURCE RECORDS

NPM Users can add, edit, and delete resource records in NPMs to which they have update access. AH Users can only insert, edit, and delete resource records containing their assigned AH codes.

- Click in the field to be updated.
- Enter necessary change.
- Click the **Save** button.

Note: BOC 17 and 99 records are not editable.

DELETING RESOURCE RECORDS

- Click anywhere in the resource record row to be deleted.

The entire row is highlighted.

- Click the **Delete** button at the bottom of the screen.
- Click **Save**.

REFRESH

Clicking the **Refresh** button will ensure the User is viewing all information that has been added, updated, and deleted by other users while the User was logged into the system. When **Refresh** is clicked, the screen collapses and is re-populated with all current information.

SORT

The user can click the **Sort** button to re-order the resource information displayed on the screen for more convenient viewing or updating.

For more details on the **Sort** function see the Sort Feature section.

FILTER

The user can click the Filter button to control the scope of resource information displayed on the screen for more convenient viewing and updating.

For more details on the **Filter** function see the Filter Feature section.

Performance Measures

Create Performance Measures

See also: Create/Update Local PM's

Assign PM Targets

The AH/NPM users may view and edit Performance Measures information in the Available PM Lists by NPM codes for AH codes to which they have access

- Click 

in the toolbar or select **Edit>Performance Measures>Create PM** from the menu.
- Select a **Strategic Plan** from the dropdown list across the top.
- Select an **NPM** from the dropdown list

Performance Measures for that NPM will populate the text grid, listed by **NPM Code**.

VIEW PM TITLE INFORMATION

- Right click anywhere in the **Title** field of an individual **PM**.

A data window displaying the complete title pops up at the bottom center of the screen.

INSERT NEW PM

- Select the line on the grid where the new **PM** will be inserted.
- Click **Insert** at the bottom of the screen.
- Enter a **PM** code (must be between one to three alphanumeric characters).
- Enter **Title** information. The user can enter title information in the field in the row or directly into the drop-down window that appears near the bottom of the screen.
- Enter **Unit** information.
- Select a **PM Type**.
- Check the **Sum Flag** if applicable (see below).
- Enter **Comments** in the Comments box provided at the bottom of the screen.

Follow the same procedures to enter additional **PM's**.

Sum Flag Feature

A checkmark in the **Sum Flag** column indicates that the value of the **PM** will be summed on reports generated. Leave the box blank if the value of the performance measure is not to be summed on reports generated.

Note: AH Users do not have the capability to create, delete and to target PMs as sum flags.

DELETE PM

- Select the **PM** you wish to remove.
- Click **Delete** on the button bar.
- Confirm the deletion decision by clicking **Yes**.

SAVE CHANGES

- Click **Save** to save any changes entered.

CLOSE PM CREATION MODULE

- Click **Close** to close out the **PM Creation** module.

Assign PM Targets

Assign PM Targets

See also: Create PM's

The AH User has view only access to the PM Targets screen. The NPM User must allocate a target value to Performance Measures added to the Master List.

ACCESSING THE PM TARGETS SCREEN

- o Click  on the toolbar (on a dropdown list from the Create PM button).

  - OR -

- o Select **Edit>Performance Measures>Assign Targets** from the menu.

VERSION SELECTION

If a base version has not yet been selected, the **Base Version Selection** screen will appear. See Selecting the Base Version.

ASSIGN PM TARGETS

- o Locate the **PM** that was just added to the Master PM List.
- o Highlight the **PM** in the list at the top of the screen.
- o Move the PM to the list at the bottom of the screen by clicking the down arrow. The Performance Measure information from the Master PM list will be displayed (code, title, Unit, Type, and Sum Flag).
- o Click **Milestone** if the PM is a milestone PM.
- o Enter **Target Value** information (remember to put a date in the Target Value field if the PM is a milestone).
- o Select **PM** Class.
- o Select **Data Source** information.
- o Check the **Congressional** indicator field if this PM is a Congressional Performance Measure.

CLEARING CLASS AND DATA SOURCE FIELDS

In the event that wrong data was selected or entered in either the Classes field or the Data Source Field, the user may clear this field and select another item.

- o Click in the field you wish to clear.
- o Press the **Delete** button on your keyboard.
- o Hold the **Delete** button down until all data you wish to clear has been cleared.

SLIDER BAR

Notice there are many fields in the bottom grid. The user can utilize a feature on this screen called a **Slider** to aid in viewing the maximum amount of information at one time. The **Slider** may also be used to keep the code and title information as a reference point.

Look at the bottom grid on the **Target PM Data Entry Screen**. There is a horizontal scroll bar above where the PM Title information is displayed. To the far left, next to the left arrow on the scroll bar, is a thick black line. Click on the slider and drag it to a spot on the screen.

Wherever the **Slider** is moved to will split the screen into two sections. A scroll bar will appear on each half of the screen allowing the user to view one side of the screen while scrolling the other side.

Example:

- o Click on the **Slider** (thick black line at the bottom left of the screen).

- o Holding the mouse down, drag the **Slider** to the end of the Title field.

The user can now view the Milestone, Target Value, Unit, Class, Type, Data Source, Sum Flag, and Congressional indicator field while the PM Code and Title field are stable.

SAVE

- o Click **Save** to save changes during this session.

CLOSE

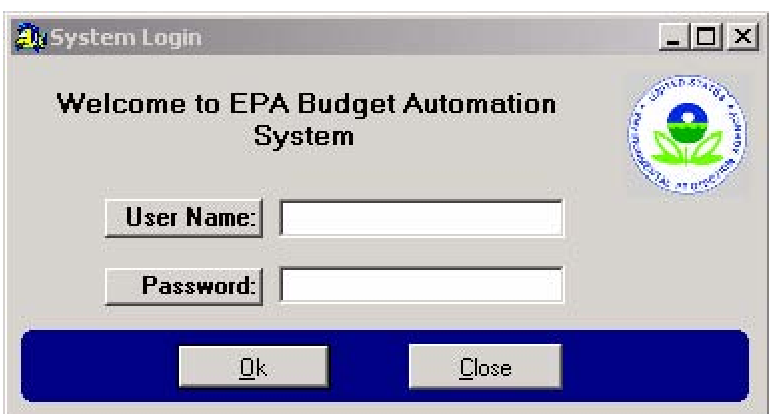
- o Click **Close** to close out the **Assign PM Targets** module.

Performance and Environmental Results System (PERS)

The **Performance and Environmental Results System** allows the user to create, update and maintain Actual Performance information against the Annual Performance Goals (APG's) and Performance Measures (PM's) in BAS. PERS has been integrated with BAS. The BAS administrator must grant you access rights before you can view or edit PERS data.

User Logon

To access any data within BAS, users must first log on to the system. The logon screen is displayed when first launching the system, and can also be selected through the "Log On" toolbar icon of the main system toolbar. This icon is only available after first logging off the system.



Enter your user name in the **User Name** box.

Enter your password in the **Password**: box.

Click **OK**.

Note: The user name and password fields are case sensitive.

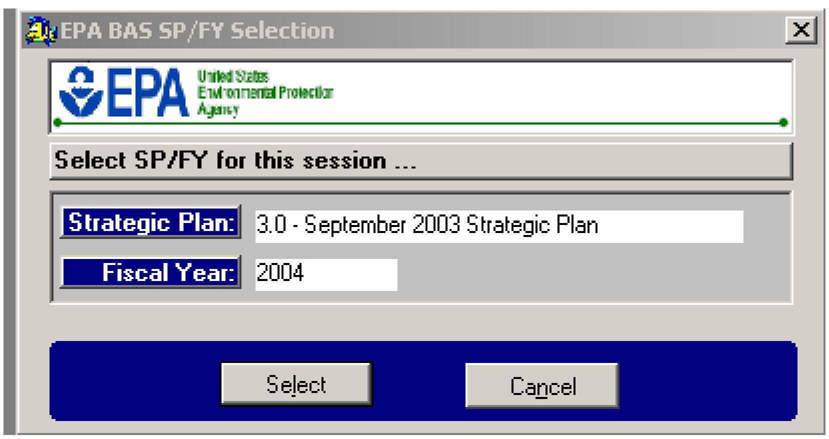
TO ACCESS THE PERS MODULE:

- o Click the 

 button on the toolbar.

A screen will display prompting the user to choose a Fiscal Year for the session:

- o Select a **Strategic Plan** using the drop down list.
- o Select a **Fiscal year** using the drop down list.
- o Click the **Select** button to bring you to the APG screen.

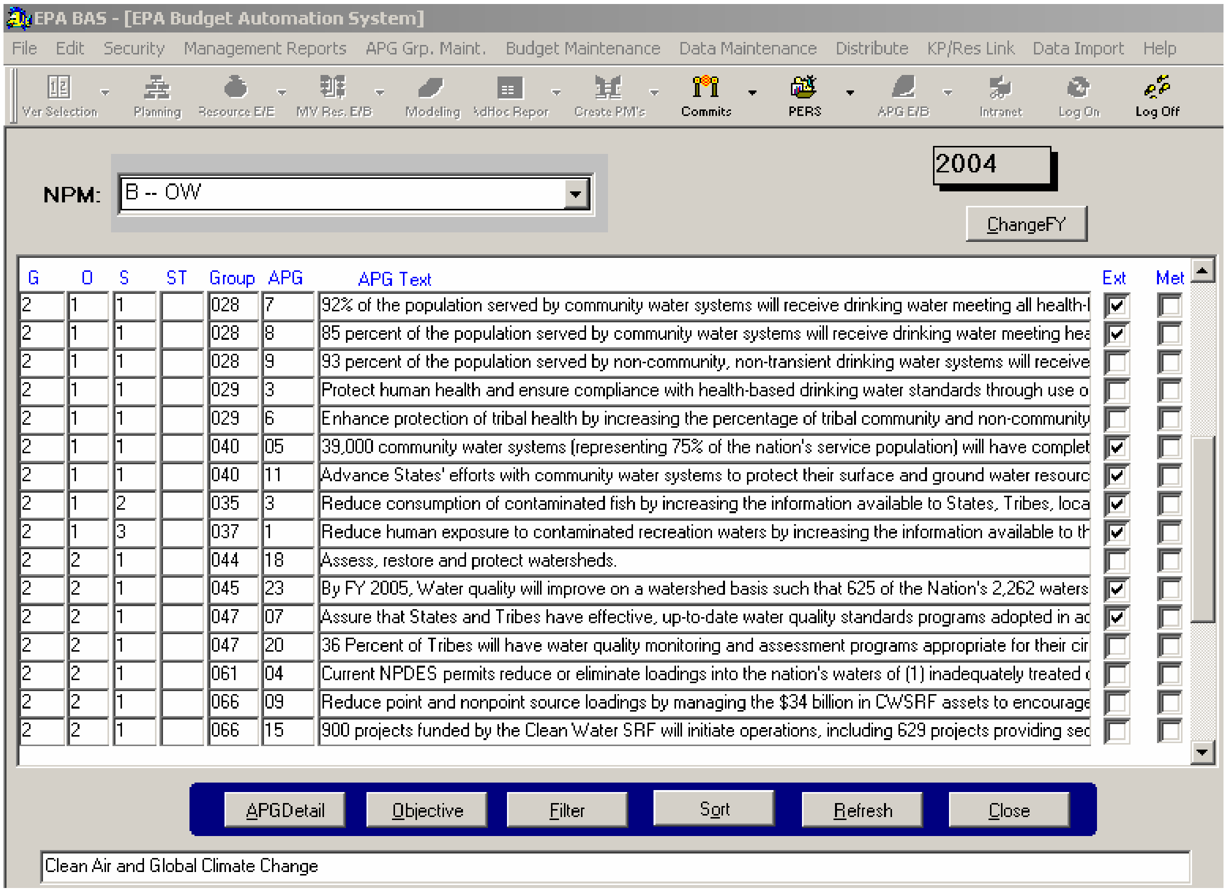


APG MAIN SCREEN:

The APG Main Screen is mostly a "view" only screen. The user may manipulate the "view" of the APG data by filtering, sorting, refreshing data and changing fiscal year. Other functions such as editing and adding new APG progress records are functions of the **APG Detail** Screen.

- o Select an **NPM** from the dropdown list.

APG records for the selected NPM will populate the grid.



The selected fiscal year is displayed in the upper right corner of the screen. To change fiscal year click on the **Change FY** box located in the upper right hand corner of the screen, then:

- Select **Strategic Plan** from the drop down list.
- Select **Fiscal Year** from the drop down list.
- Click **Select**.

REFRESHING APG DATA

Allows you to retrieve data after selecting a different NPM, or to refresh date without saving changes.

- Choose the desired **NPM** from the dropdown list.
- Select the **Refresh** button.

SORTING APG DATA

By default, data is sorted left to right in the APG grid. You can change the way data is sorted by using the **sort** button on the bottom of the screen.

- Click **sort** and a pop-up window named Specify Sort Columns will appear.
- Click on the column of interest on the left side of the screen and **drag** the column to the right side of the screen in the order that best suits your needs.

FILTERING APG DATA

Use the **filter** button at the bottom of the screen to limit data displayed in the grid.

- Click **filter** and a pop-up window named filter will appear.
- Click on the **Columns** tab and double click the appropriate column.
- Click the **Operator's** tab and double click the appropriate operation (e.g. "=").
- Click on the **Values** tab and double click the appropriate value.
- (Optional) You may want to click **Verify** to make sure your filter is valid.
- Click **OK** to apply the filter to your data set.

NOTE: There are two check boxes to the far right of the APG Main screen.

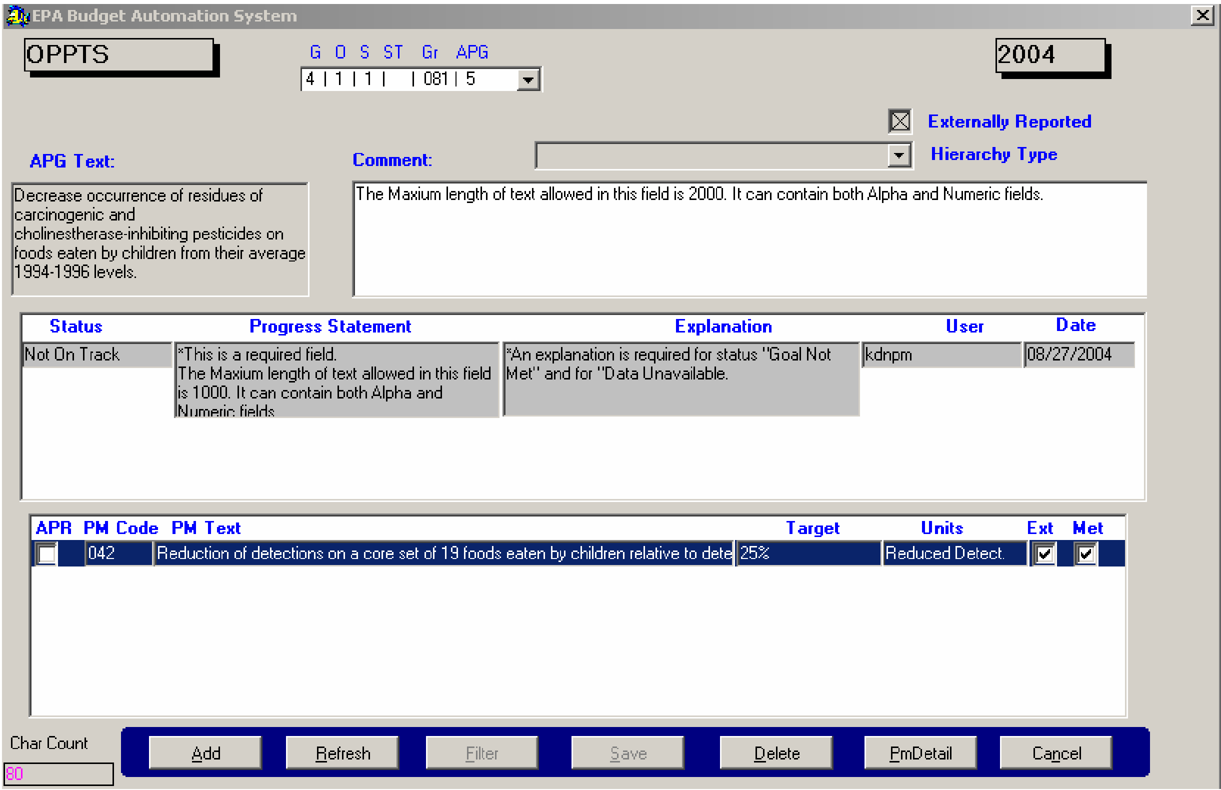
The **Ext** check box will be checked if the APG record has been designated as "External" in BAS.

The **Met** check box will be checked if the most recent APG progress record has a status of "Goal Met".

APG DETAIL SCREEN

- From the APG Main screen, highlight the row (APG record) you want to edit.
- Click the **APG Detail Edit** button.

The **APG Detail Screen** is displayed.



Progress Data for the APG row you previously selected will be displayed.

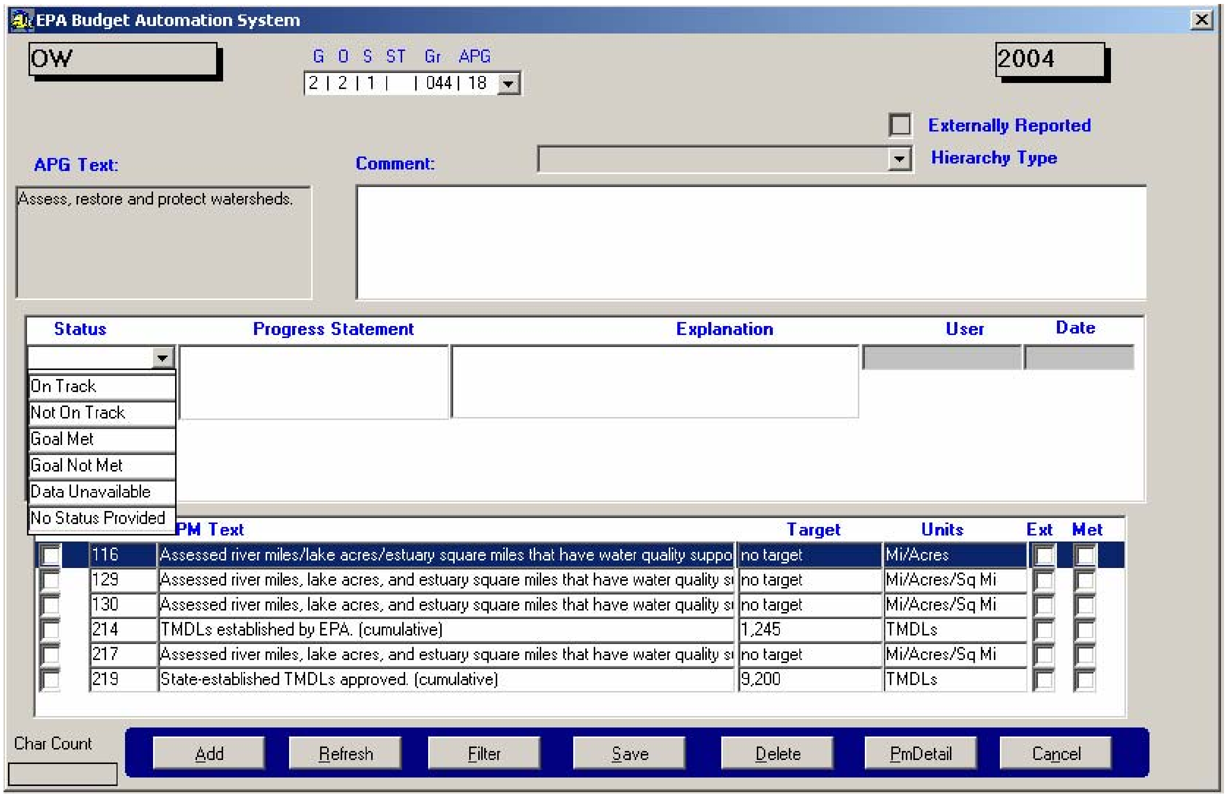
- o Click in the field you wish to **Edit**.
- o Use the drop down boxes to select your change or highlight the text and re-type your entry.
- o Click **Save**.

Note: The **APG Detail Edit** button will change to **View** if you select an NPM for which you have no edit rights. You may view data for any NPM.

ADDING APG PROGRESS RECORDS

- o From the APG Main Screen highlight the area of interest and click APG Detail.

The **APG Detail Progress Screen** is displayed.



Users with edit rights can use this screen to Add, Delete and track detailed Progress, Comments and Status of an APG record. You can also use this screen to view and access Performance Measure Progress records. The top half of the APG Detail Screen will be populated with APG information from the record that was selected on the APG Main Screen.

Note: The following fields are for use only by SuperUsers and OC Users and therefore not editable by other groups:

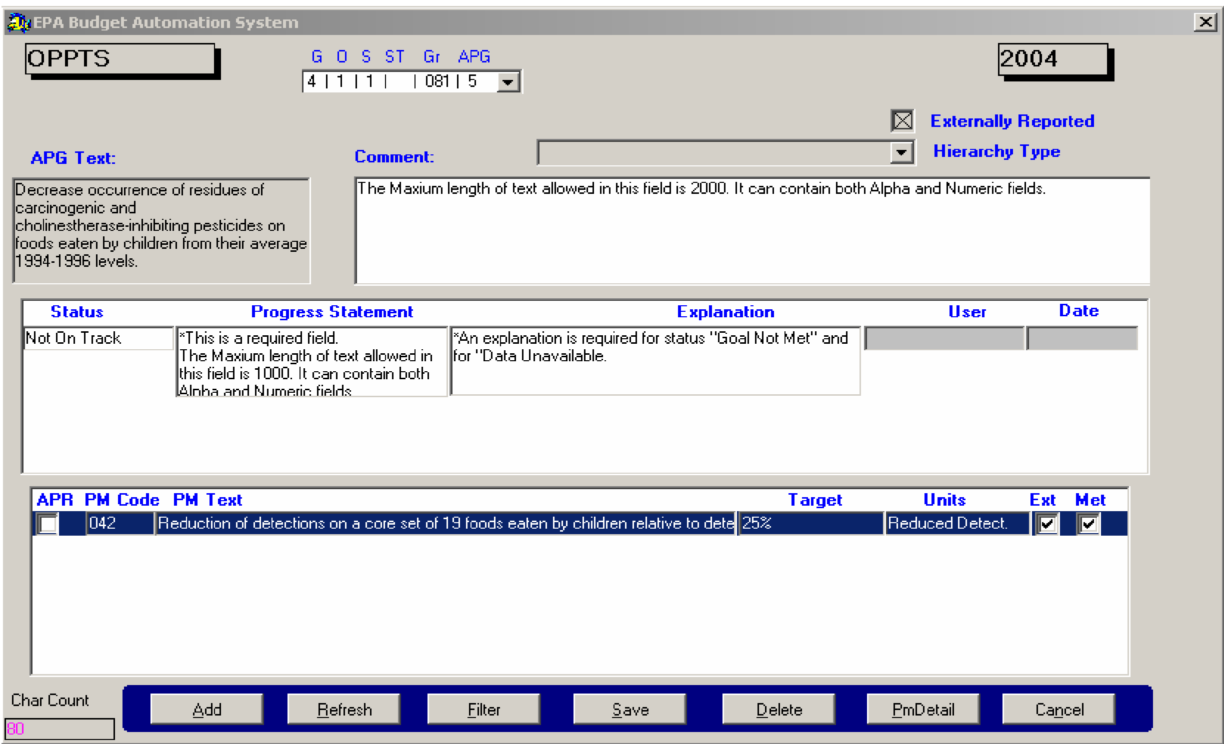
- Externally reported(Editable only in BAS APG Edit screen)
- Hierarchy type

- Use the selected APG information.

  Or

- Select G/O/ST/APG Group/APG from the drop down pick list at the top of the screen.
- Specify APG **Comments**, if desired.
- Select **Status** from the drop down list.
- Select **Progress Statement**.
- Specify **Explanation**, if desired. An explanation is required for Status" Goal not Met" and "Data Unavailable".
- Click **Save** to save the APG Progress Record. You can **Add** another APG progress record by clicking **Add** or click **Cancel** to exit the screen.

Field	Max Length	Type
Comments	2000	Alpha/Numeric
Progress Statement	1000	Alpha/Numeric
Explanation	2000	Alpha/Numeric



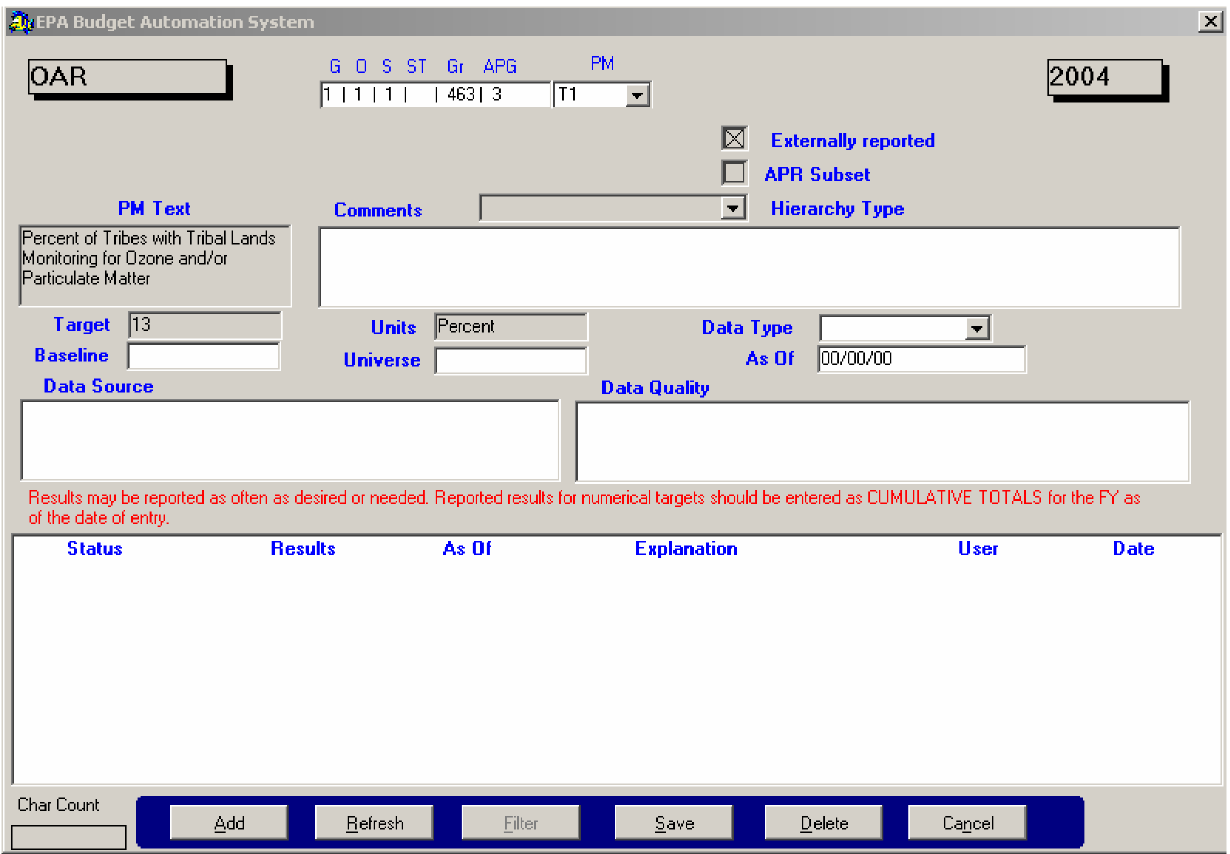
DELETING APG PROGRESS RECORDS

- Click anywhere in the APG Progress row to be deleted. The entire row is highlighted.
- Click the **Delete** button at the bottom of the screen. A pop-up screen will ask you to confirm the deletion.
- Click **OK**.

The bottom half of the APG Detail screen contains Performance Measure information and is view only. To access Performance Measure records for the purpose of adding progress information:

- o Click on the **PmDetail** button.

PERFORMANCE MEASURE (PM) DETAIL SCREEN



Use this screen to track the status of a performance measure, or supply additional information for a finer level of detail. Data for the performance measure row you previously selected will be displayed.

NOTE: The following fields are for use only by SuperUsers and OC Users and therefore not editable:

- o Externally reported(Editable only in BAS PM edit screen)

  - o APR Subset
  - o Hierarchy type
- o Use the selected Performance measure

  Or

- o Select a performance measure from the drop down pick list at the top of the screen.
- o Specify a Performance measure **Comment**, if desired.
- o Select ***Data Type** from the drop down list.
- o Specify **Baseline, Universe** and **As of Date** values, if desired. Baseline and Universe values must also comply with the formatting requirements based on the **Data Type** Selected.
- o Specify **Data Source** and **Data Quality**, if desired.
- o Click **Save** to save the Performance measure information.

Field	**Max Length**	**Type**
Comments	**2000**	**Alpha/Numeric**
Explanation	**2000**	**Alpha/Numeric**
Baseline	**15**	**Alpha/Numeric**
Universe	**15**	**Alpha/Numeric**
Data Source	**1000**	**Alpha/Numeric**
Data Quality	**2000**	**Alpha/Numeric**

* Data format driven by selected Data Type. The five available Data Types and their required data format are as follows:

Numerical = All digits, precision to hundredths (e.g. 15.00).

Text = Upper and lower case letters and combinations of letters/numbers (e.g. ABC and ABC123). Will not accept strictly digits.

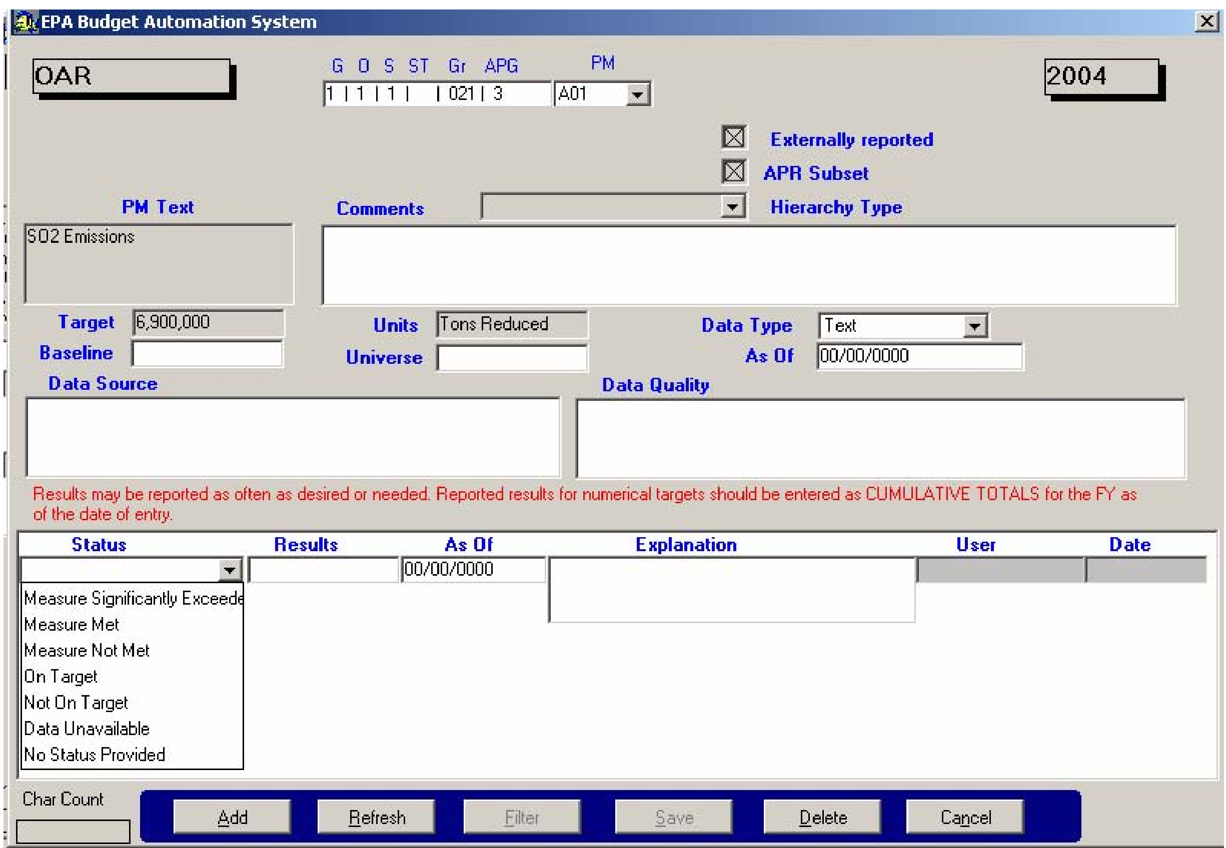
Yes/No = The word “Yes” or the word “No”.

Date = DD/MM/YYYY format.

Percentage = Number followed by a percent sign (e.g.50%, not 0.50).

ADDING PERFORMANCE MEASURE (PM) PROGRESS RECORDS

- From the Performance Measure detail screen, click **Add** to add a new Performance Measure Progress record.
- Select **Status** from the drop down list.
- Specify **Results.** Result values must comply with the formatting requirements based on the **Data Type** selected.
- Select **AS OF** date.
- Specify an **Explanation**, if desired. An explanation is required for Status" Measure not Met" and "Data Unavailable"
- Click **Save** to save the Performance progress record. You can **Add** another record by clicking **Add** or click cancel to exit the screen.



DELETING A PERFORMANCE MEASURE

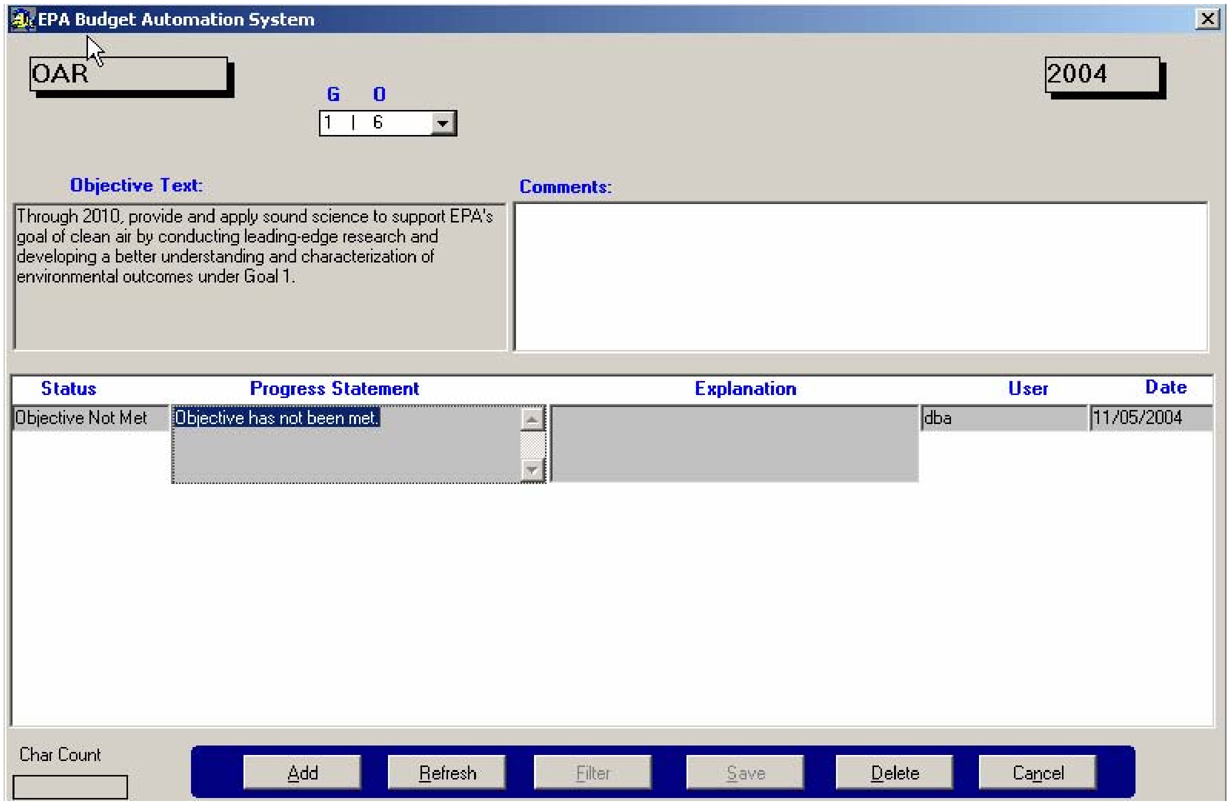
- Click anywhere in the PM Progress row to be deleted. The entire row is highlighted.
- Click the **Delete** button at the bottom of the screen. A pop-up screen will ask you to confirm the deletion.
- Click **OK**.

OBJECTIVE PROGRESS SCREEN

To access the **Objective Progress** Screen you must select a specific record on the **APG Main** Screen, and then click the "Objective" button at the bottom of the screen.

Data for the **Objective** in the row you previously selected will be displayed.

- Click in the field you wish to **Edit**.
- Use the drop down boxes to select your change or highlight the text and re-type your entry.
- Click **Save**.

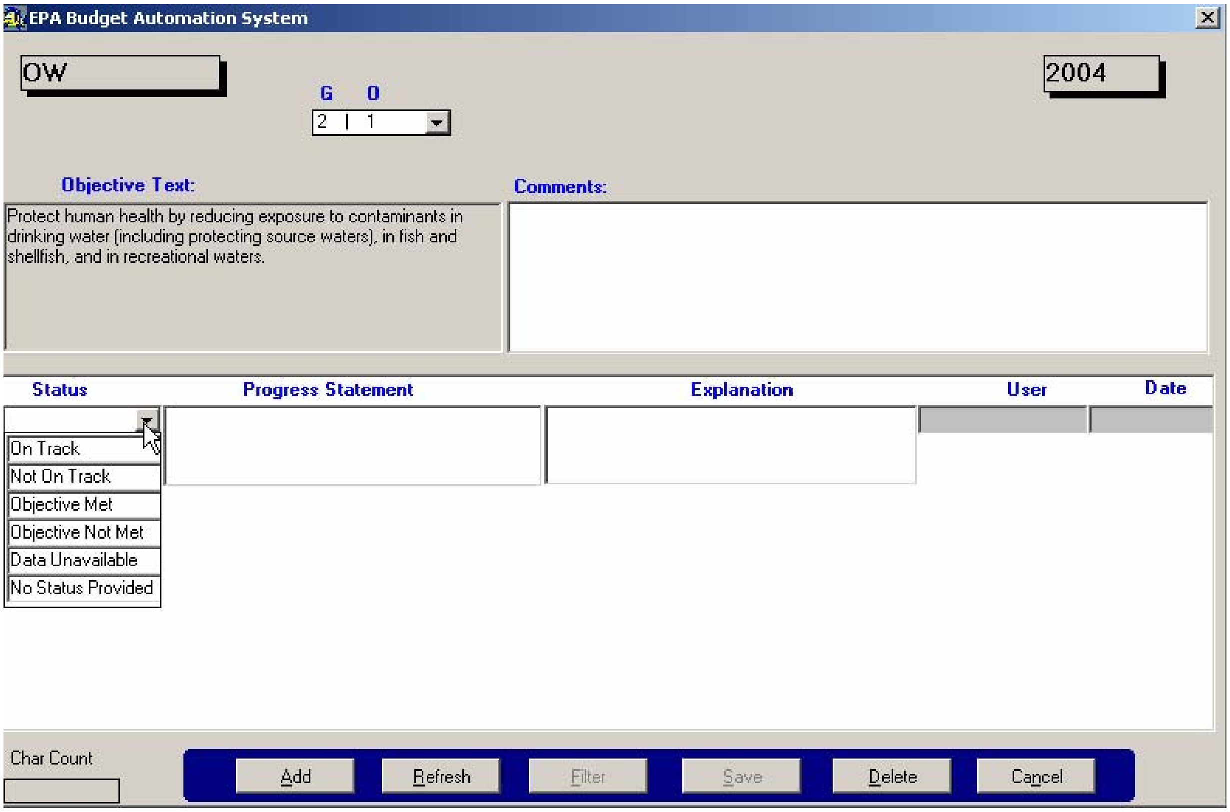


To select another Objective, use the drop-down list at the top of the Objective Progress Screen or select another row from the APG Main Screen. If you select a row from the APG Main screen that has no Objective assigned, a pop-up box will appear asking you to “Please, select a row with Objective to proceed!”

NOTE: The **Objective** button on the APG Main Screen will change to **View** if you select an NPM for which you have no edit rights. You may view data for any NPM.

ADDING OBJECTIVE PROGRESS RECORDS

- Click on the **Add** button.
- Specify Objective **Comments,** if desired.
- Select **Status** from the drop down pick list
- Specify a **Progress Statement.**
- Specify an **Explanation**, if desired.
- Click **Save**.



Field	Max Length	Type
Comments	2000	Alpha/Numeric
Progress Statement	1000	Alpha/Numeric
Explanation	2000	Alpha/Numeric

REFRESHING OBJECTIVE DATA

Allows you to retrieve data after selecting a different Goal/Objective.

- Choose the desired **Goal/Objective** from the dropdown list, or to refresh data without saving changes.
- Select the **Refresh** button.

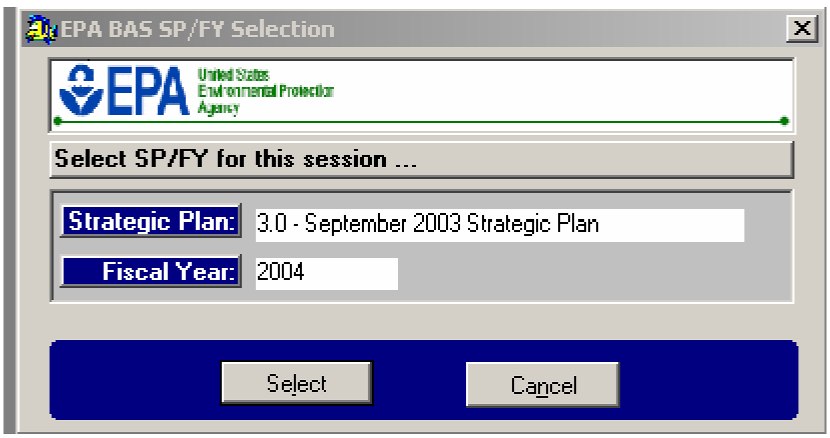
TO ACCESS THE PERS REPORTS MODULE

Click 

from the main toolbar. (Reveal the “PERS Rpts” button by clicking the small arrow to the right of the “PERS” button.)

A screen will display prompting the user to choose a Fiscal Year for the session:

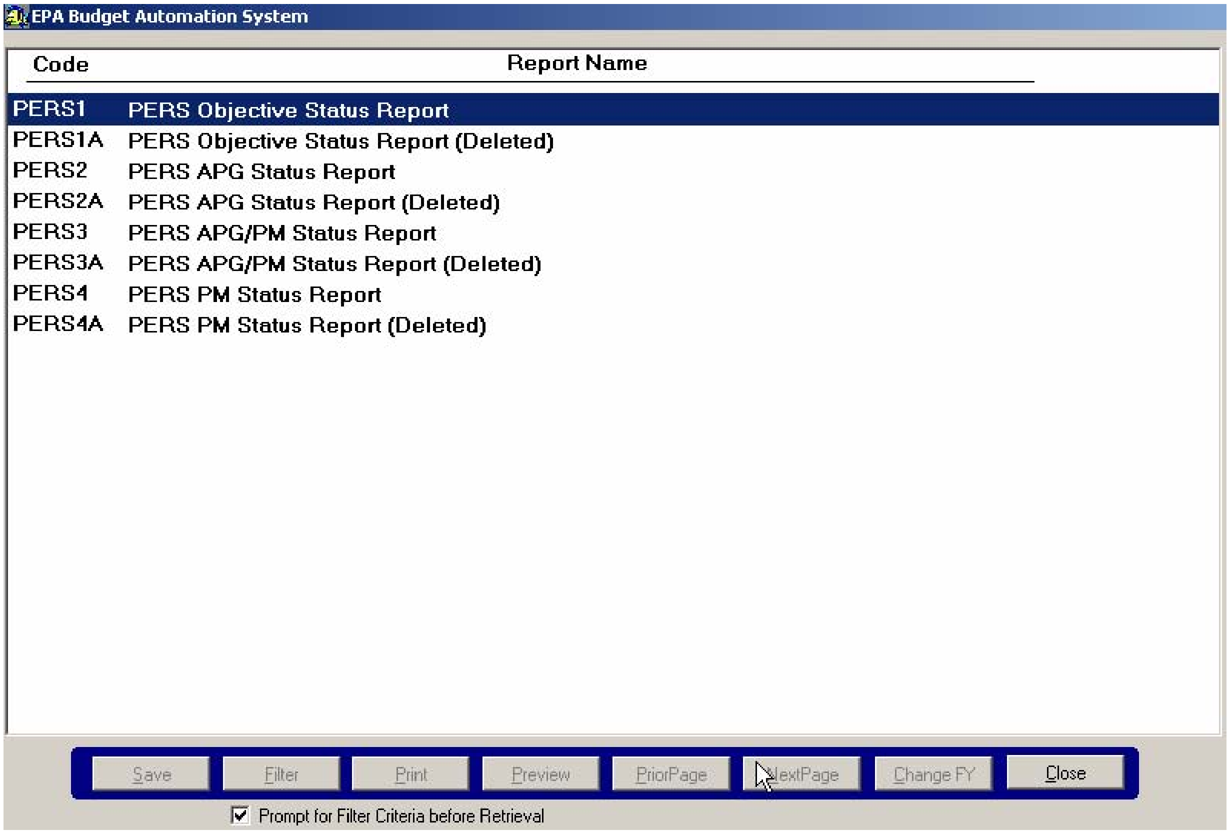
- Select a **Strategic Plan** using the drop down list.
- Select a **Fiscal year** using the drop down list.
- Click the **select** button to bring you to PERS Reports screen.



PERS REPORT SCREEN:

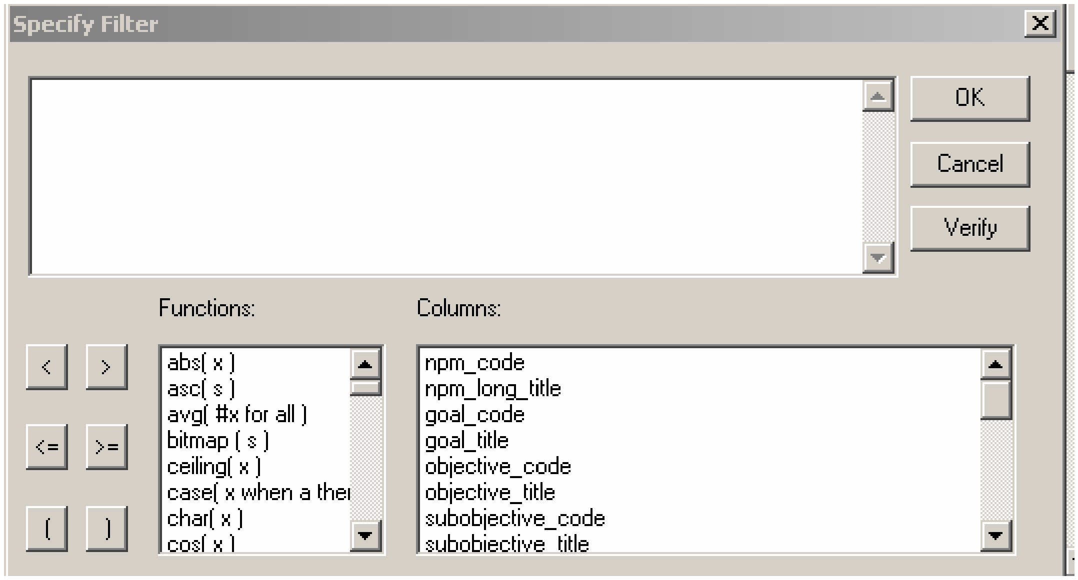
SELECTING REPORTS

The report selection screen allows the user to select pre-formatted reports to access PERS data. Each report is listed with an identifying **Code** and a descriptive **Report Name**.



RUNNING PERS REPORTS:

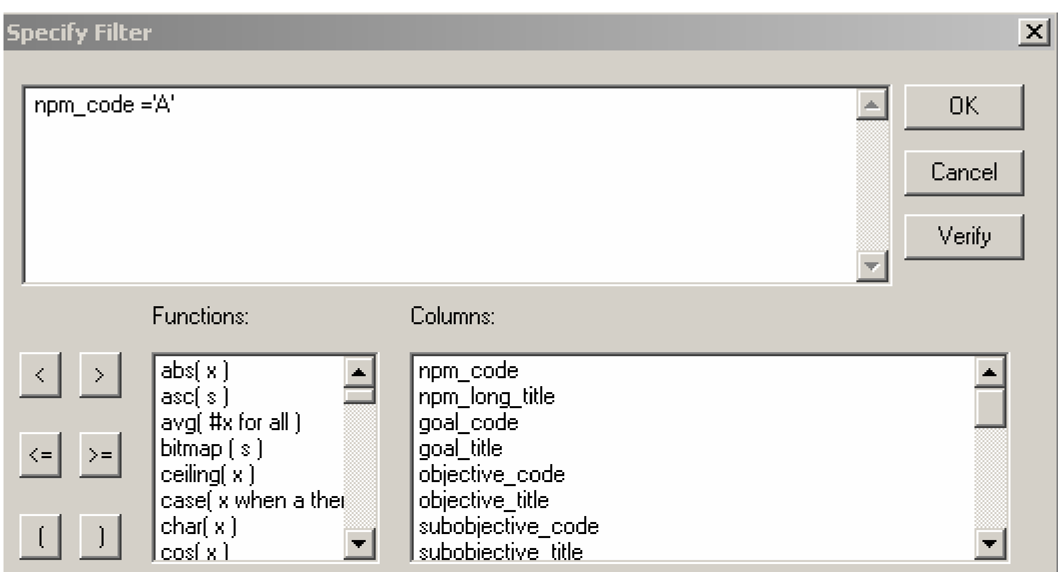
Double click on any report listed on the screen to launch that report. You also have the option to filter any report before retrieving report data. The **Prompt for Filter Criteria before Retrieval** check box is checked by default. If you wish to run an unfiltered report, simply uncheck this box prior to double-clicking the report of interest. Leaving the box checked and running a report results in the appearance of a pop-up filter screen.



If you unintentionally run a report with the filter criteria prompt activated, but do not actually want a filtered report, simply click **Cancel** on the filter screen to run an unfiltered report.

FILTER

The PERS Reports filter screen is somewhat different than the one used by the APG Main Screen. There are no tabs for selecting different expression components and columns. To reduce the risk of syntax errors in your filter expression, double click on the components (operators, such as '>', and columns) in the lists wherever possible. Not all reports have identical columns listed in the columns box.



Example: To report data for a specific NPM, double click the “npm_code” column. Manually type the ‘=’ sign and the NPM code you wish to filter on.

IMPORTANT: You must type single quote marks around values or the filter will not recognize the value. Exceptions are purely numeric fields, such as goal, objective, and subobjective.

- Click **Verify** to ensure that the filter syntax is valid (optional).
- Click **OK**.

To delete filter criteria, highlight the current filter text and press the delete button (on your keyboard), then press **OK.**

NOTE: To change a filter, you must first delete the current filter, and then build the new filter. Otherwise, system will assume you want to filter an already filtered dataset.

FILTER EXAMPLES:

Select all records for NPMs OAR and OSWER

Npm_code in (‘A’,’D’)

Select all records for APG Status that is On Track

Pers_apg_status=’On Track’

FILTER MISTAKES:

1) Missing single quotes around values

Bad example: allowance_code = 01

Good example: : allowance_code = ‘01'

2) Missing connector of "and" or "or"

Bad example: goal _code = 01 obj_code = 01

Good example: goal_code = 01 and obj_code = 01

3) Lower case letters where letters should be capitalized

Bad example: npm_code =’a’

Good example: npm_code =’A’

4) Incomplete entering of code numbers

Bad example: allowance_code = ‘1'

Good example: allowance_code = ‘01'

5) Incorrect spacing

Bad example: goal_co de

Good example: goal_code

6) Missing operator

Bad example: allowance_code ‘01'

Good example: allowance_code = ‘01'

7) Incorrect operator selected

Bad example: Data_Type + 'Text'

Good example: Data _Type = 'Text'

8) Column name selected twice

Bad example: npm_code npm_code = 'A'

Good example: npm_code = 'A'

9) Missing underscore

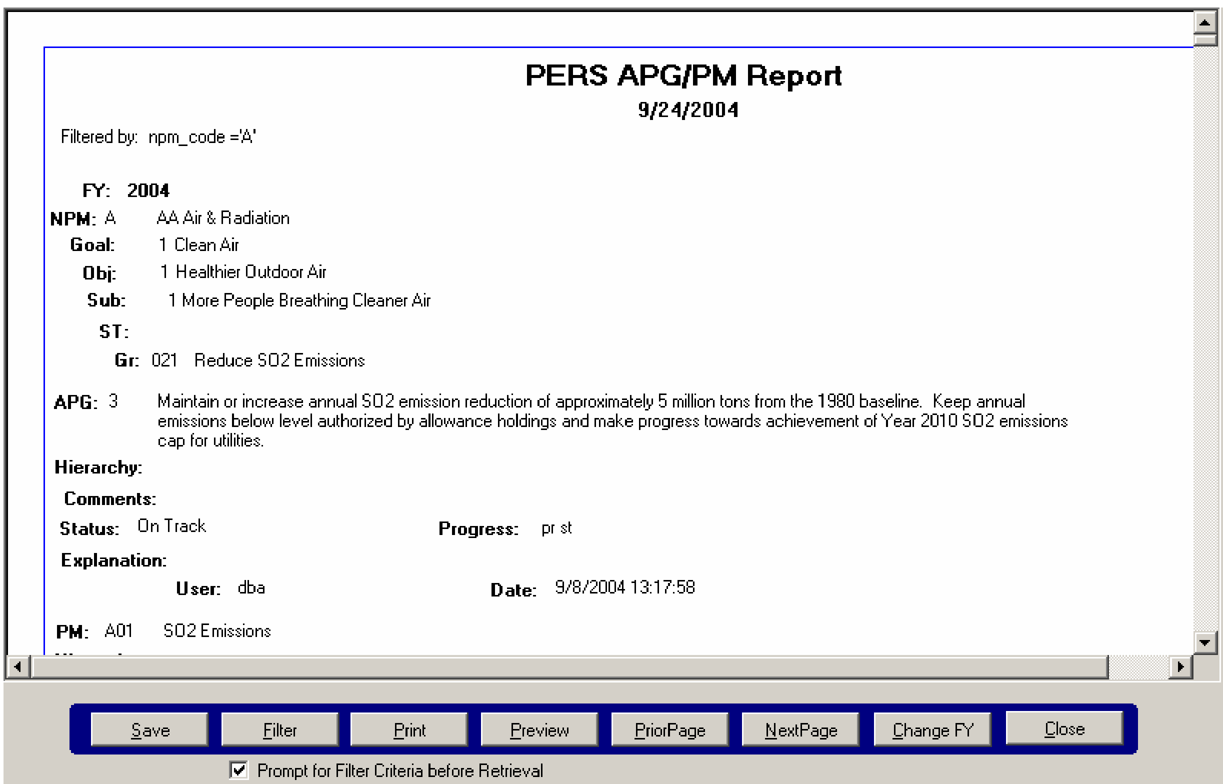
Bad example: allowance code

Good example: allowance_code

10) Spelling errors

Bad example: nad

Good example: and



Once a report is run (data retrieved), there are options at the bottom of the **PERS Report Screen** that enables you to control how the report is viewed. The PERS reports will show the title in the top center of the report. To the far top left of the report is a description of the specified filter.

SAVE

You can save a report in various formats.

- o Click **Save**

- Click the dropdown arrow in the **Save in box** and select a location to save in.
- Type a file name
- Select a **Save as type** (Save as type defaults to “Text with headers”)
- Click **Save.**

FILTER

You can also adjust the filter after the report data is retrieved. Select the **Filter** button from the bottom of the screen to bring up the filter screen again.

PRINT

Click **Print** at the bottom of the screen to send the report to your default printer.

You can print the report in its entirety, specified pages of the report, or the currently displayed page of the report. Make selections in the print dialog box accordingly.

PRINT PREVIEW

The displayed report is shown screen size initially and the numbers at the bottom of the screen do not reflect the number of pages but the number of screens.

- Click **Preview** at the bottom of the screen.
- Click the radio button for the desired magnification.
- Click **OK**.

NEXT PAGE

Click the **Next Page** button to view the following page of the report.

PRIOR PAGE

Click the **Prior Page** button to view the previous page of the report.

CLOSE

To return to the main reports screen and select another report, click the **Close** button at the bottom of the screen.

LOG OFF/EXIT

To complete your BAS session, logoff from the session prior to closing out the BAS application as follows:

Click 

on the toolbar.

Performance Commitment Tracking Module

The **Performance Commitment Tracking Module** allows NPM's and Regions to create internal and external measures, assign Regional and State/Tribal shareholders, and enter into a bidding process to determine shareholder commitments relating to each measure. The module was developed as a part of the Budget Automation System (BAS) application, since all measures must relate to the Agency's Strategic Planning architecture (goals, objectives, etc.) at some level. To access the Commitments Tracking module, OCFO's Annual Planning and Budget Division (APBD) must establish a BAS user account for you.

Performance Commitment Tracking Module for NPM User

Click the  button on the toolbar

A screen will display prompting the user to choose a Fiscal Year for the session:

- o Select a **Strategic Plan** using the drop down list.
- o Select a **Fiscal year** using the drop down list.
- o Click the **select** button to bring you to Commitment Tracking Initial Entry screen.

COMMITMENT TRACKING INITIAL ENTRY SCREEN

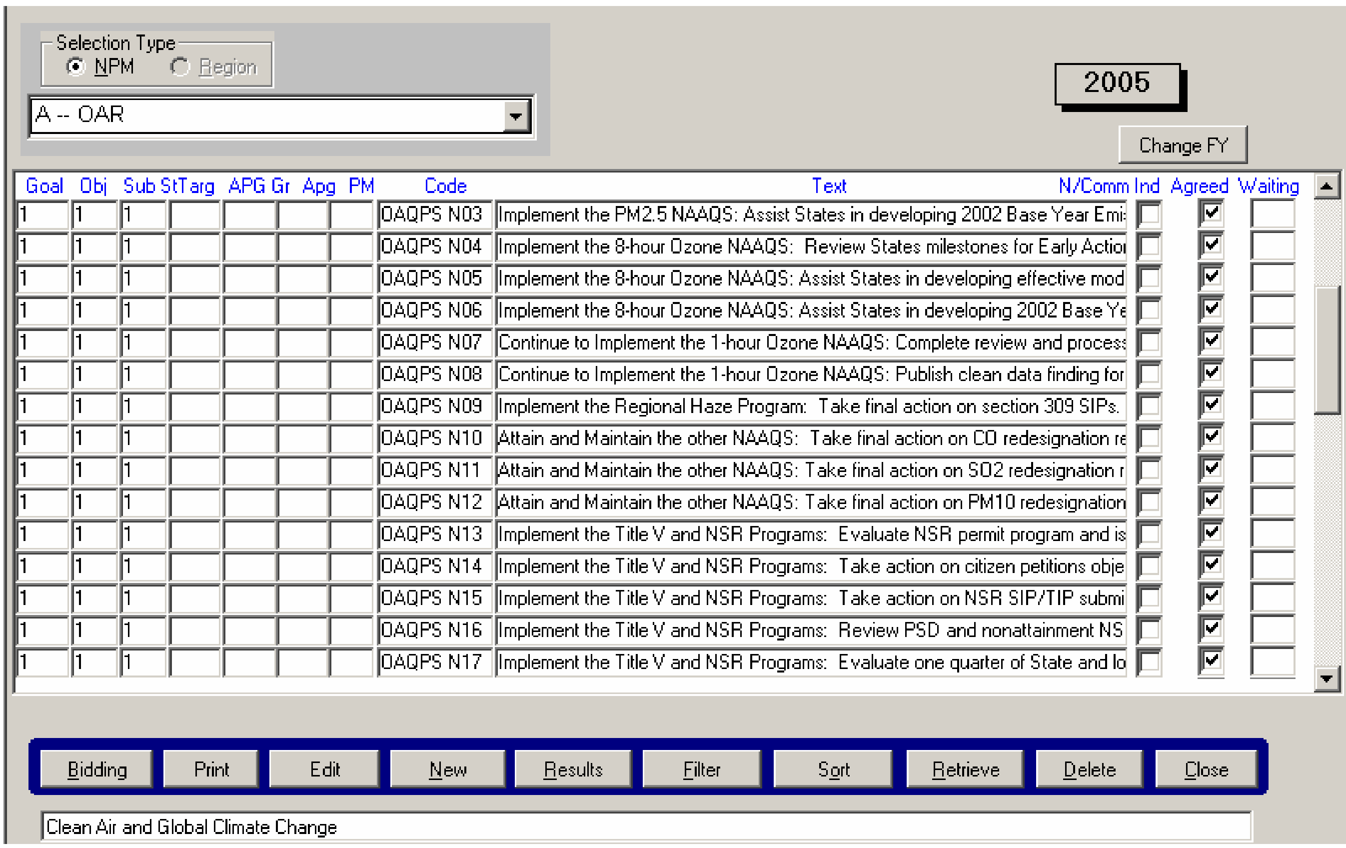
The view defaults to either NPM or REGION, depending on the User type. The Initial Entry Screen is mostly a "view" only screen. The user may manipulate the "view" of the measure data by filtering, sorting, retrieving, deleting data and changing fiscal year. Other functions such as editing and adding new measure records are functions of the **Data Entry/Edit** Screen.

- Select an **NPM** from the dropdown list.

Measure records for the specified inputs will populate the grid.

The selected fiscal year is displayed in the upper right corner of the screen. To change fiscal year click on the **Change FY** box located in the upper right hand corner of the screen.

- Select **Strategic Plan** from the drop down list.
- Select **Fiscal Year** from the drop down list.
- Click **Select**.



RETRIEVING MEASURE DATA

Allows you to retrieve data after selecting a different NPM.

- Choose the desired **NPM** from the dropdown list.
- Select the **Retrieve** button.

SORTING MEASURE DATA

By default, data is sorted left to right in the measure grid. You can change the way data is sorted by using the **sort** button on the bottom of the screen.

- Click **sort** and a pop-up window named Specify Sort Columns will appear.
- Click on the column of interest on the left side of the screen and **drag** the column to the right side of the screen in the order that best suits your needs.

FILTERING MEASURE DATA

Use the **filter** button at the bottom of the screen to limit data displayed in the grid.

- Click **filter** and a pop-up window named filter will appear.
- Click on the **Columns** tab and double click the appropriate column.
- Click the **Operator's** tab and double click the appropriate operation (e.g. "=").
- Click on the **Values** tab and double click the appropriate value.
- (Optional) You may want to click **Verify** to make sure your filter is valid.
- Click **OK** to apply the filter to your data set.

DELETING A MEASURE

- Click anywhere in the measure record row to be deleted. The entire row is highlighted.
- Click the **Delete** button at the bottom of the screen. A pop-up screen will ask you to confirm the deletion.
- Click **OK**.

NOTE: Deleting a measure will delete all related bidding information for all assigned Regional shareholders.

EDITING MEASURE RECORDS

- From the initial entry screen, highlight the row (measure) you want to edit.
- Click the **Edit** button.

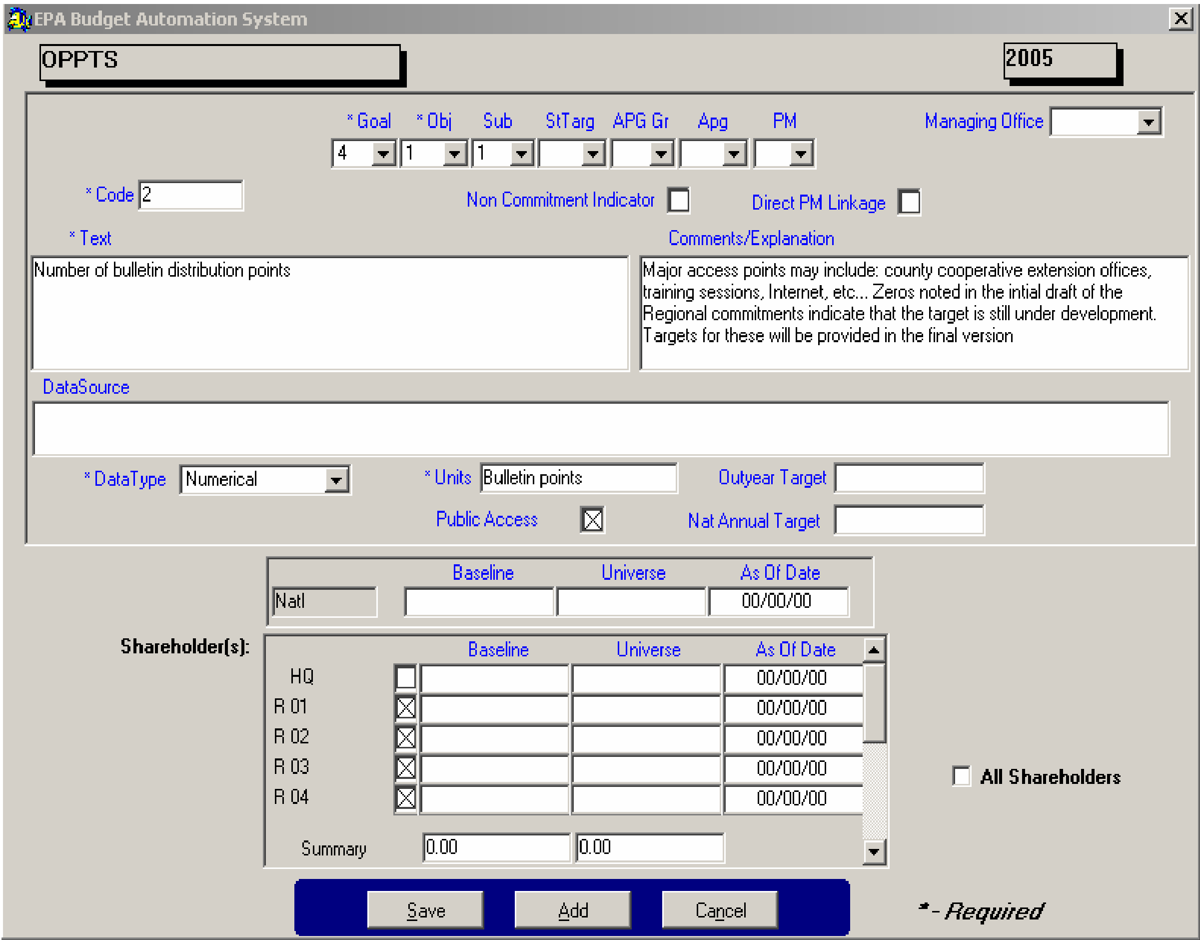
The **Data Entry/Edit Screen** is displayed.

NOTE: There are three check boxes at the far right of the screen.

The **N/Comm Indi** check box will be checked if the measure is a Non Commitment Measure.

The **Agreed** box will be checked it the commitment has been agreed upon.

The **Waiting** box represents how many bids are waiting a response from an **NPM.** (e.g. if a number'2' is displayed it means two regions have responded to an **NPM's** bid and are now waiting a response back from the **NPM**)



Data for the measure row you previously selected will be displayed.

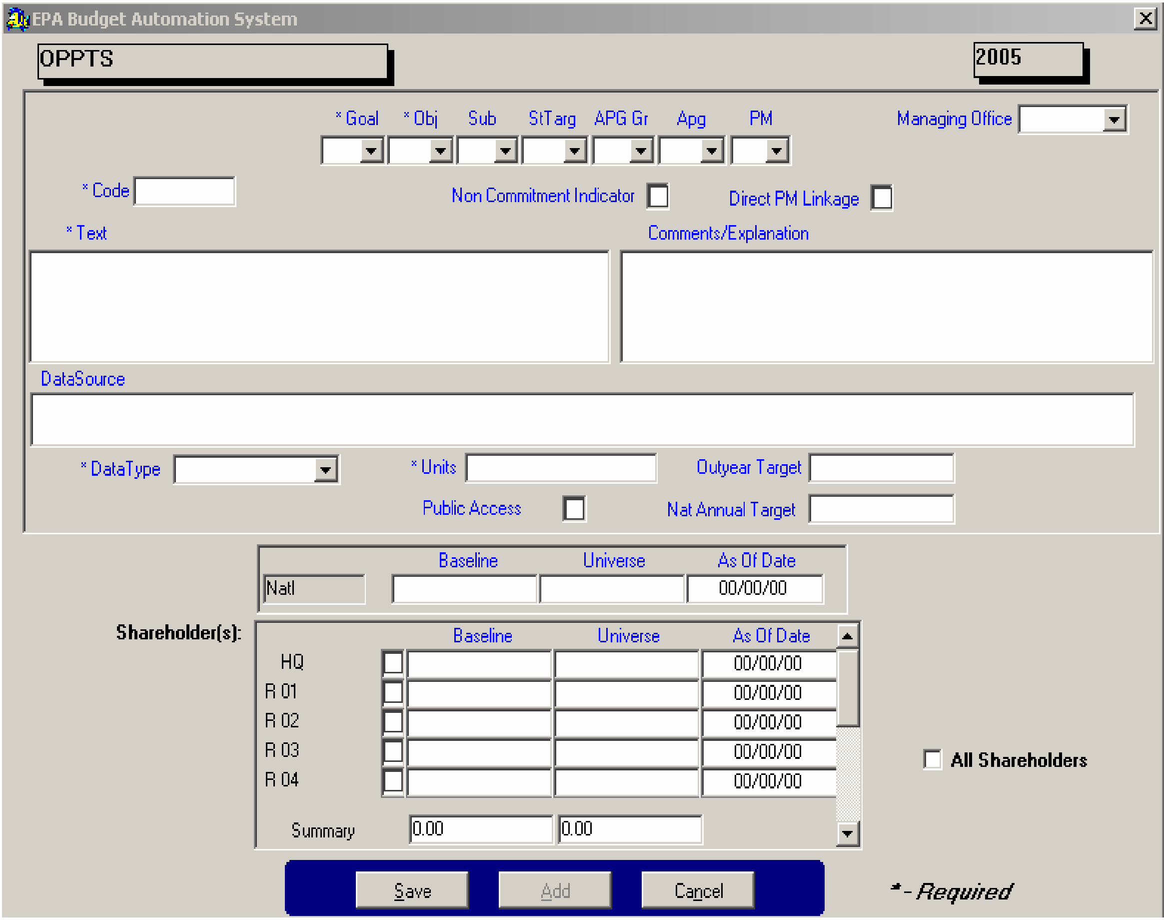
- o Click in the field you wish to **Edit**.
- o Use the drop down boxes to select your change or highlight the text and re-type your entry.
- o Click **Save**.

Note: The **Edit** button will change to **View** if you select an NPM for which you have no edit rights. You may view data for any NPM.

ADDING MEASURE RECORDS

- o From the initial entry screen, click **NEW** to add a new measure.

The **Data Entry/Edit Screen** is displayed.



NPM's can use this screen to create measures and assign various Regional shareholders. A measure record can be created by supplying only the required information (fields with asterisks), or supplying additional information for a finer level of detail.

- Select **Goal** and **Objective** from the drop down pick lists. (Subobjective, Strategic Target, APG Group, APG and PM are not required fields. If an **APG group** is selected first, all dependent values will be updated automatically (e.g., Goal, Obj, Subobj,).
- If the user selects **PM,** and if the measure is a direct implementation of the national Performance Measure, the user can select the **Direct PM Linkage** box. This will auto-populate the **Code**, **Text,** and **Units** fields with values from the national PM in BAS. Establishing a direct PM linkage makes these values un-editable.
- Select **Managing Office** to assign a specific sub-organization, if desired.

- If desired, check the **Non Commitment Indicator** box to flag the measure as an indicator only.
- Specify a measure **Code**.
- Specify measure **Text.**
- Specify measure **Comments/Explanation**, if desired.
- Specify **Data Source**, if desired.
- Select **Data Type** from the drop down list.
- Specify **Units**.
- Specify **Outyear Target** and **National Annual Target**, if desired. Data entered must comply with the formatting requirements based on the *__Data Type__ selected for that Measure (see table and note below).
- Specify **National Baseline, Universe,** and **As of Date** values, if desired. Baseline and Universe values must also comply with the formatting requirements based on the *__Data Type__ selected.
- Assign one or more shareholders to the measure by checking the appropriate boxes in the **Shareholder(s)** grid. To create an "Internal" measure, check only the 'HQ' shareholder. Check Regional shareholders to create an external measure and establish the basis for a bidding process with the specified Region(s) If you want to assign a measure to all Regions:
    - Check the **All Shareholders** box to the right of the grid.
    - If desired, uncheck individual Regions by clicking in the appropriate checkbox.
- Specify shareholder **Baseline, Universe**, and **As of Date** values, if desired. Again, Baseline and Universe values must comply with the formatting requirements based on the *__Data Type__ selected. A **Summary** (sum total) for specified Baseline and Universe values will be displayed if the selected Data Type is 'Numeric'.
- Click **Save** to save the measure record. You can **Add** another measure record by clicking **Add** or click **Cancel** to exit the screen.

Field	Max Length	Type
Code	**10**	**Alpha/Numeric**
Text	**2000**	**Alpha/Numeric**
Comments/Explanation	**2000**	**Alpha/Numeric**
Data Source	**1000**	**Alpha/Numeric**
Units	**15**	**Alpha/Numeric**
Out year Target	**15**	**Alpha/Numeric ***

National Annual Target	**15**	**Alpha/Numeric ***
Baseline	**15**	**Alpha/Numeric ***
Universe	**15**	**Alpha/Numeric ***

***** Data format driven by selected Data Type. The five available Data Types and their required data format are as follows:

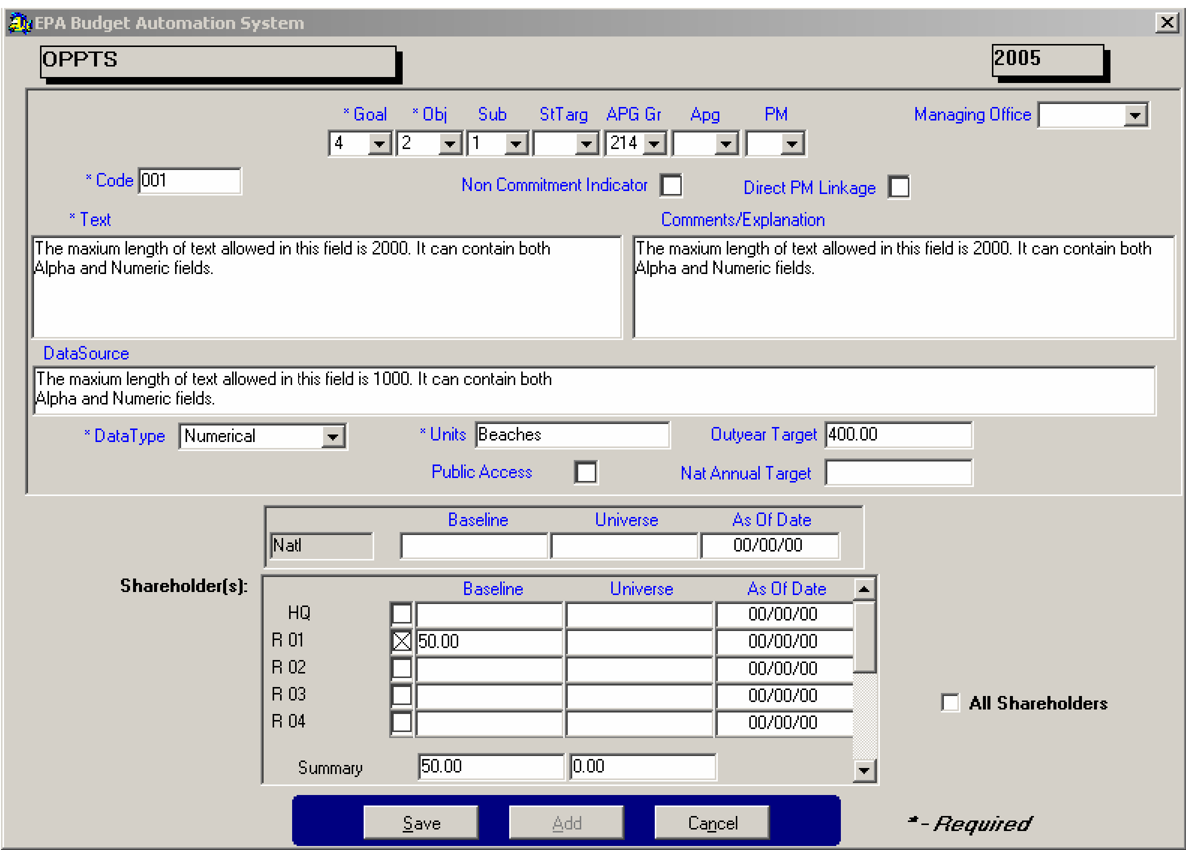
Numerical = All digits, precision to hundredths (e.g. 15.00).

Text = Upper and lower case letters and combinations of letters/numbers (e.g. ABC and ABC123). Will not accept strictly digits.

Yes/No = The word "Yes" or the word "No".

Date = DD/MM/YY format.

Percentage = number followed by percent sign (e.g. 50%, not 0.50).

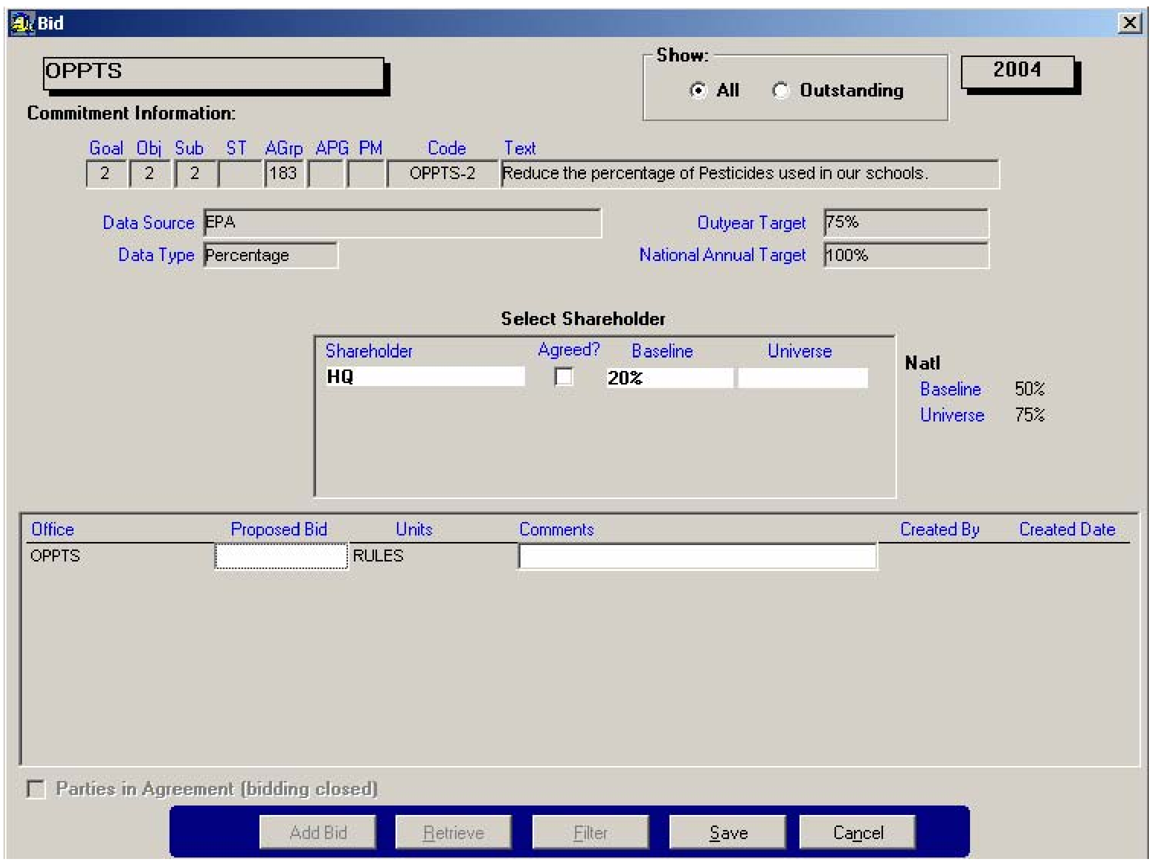


BIDDING SCREEN: NPM User

To access the **Bidding** Screen you must select a specific record on the **Initial Entry Screen**.

Click the  button.

The top half of the Bid screen will be populated with measure information from the record that was selected on the Initial Entry Screen.



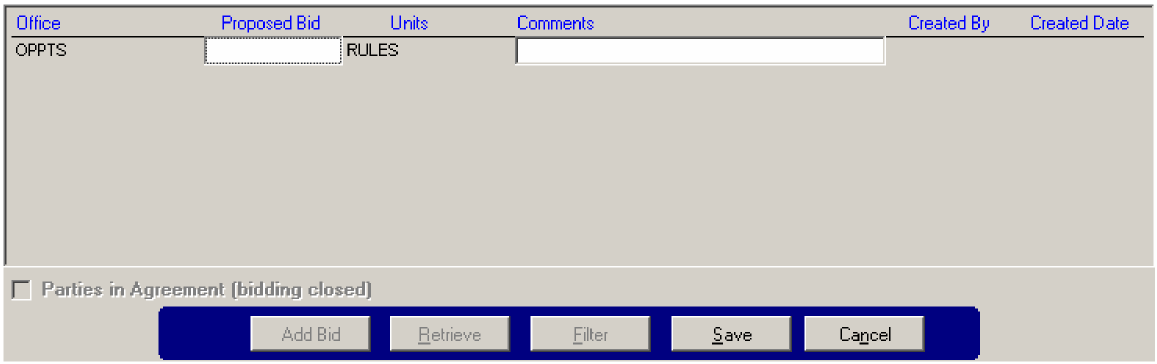
The measure information fields are read only. If you wish to edit any of the measure information you must return to the Initial Data Entry screen, select the measure, and click on the **Edit** button.

"BIDDING" PROCESS FOR INTERNAL MEASURES

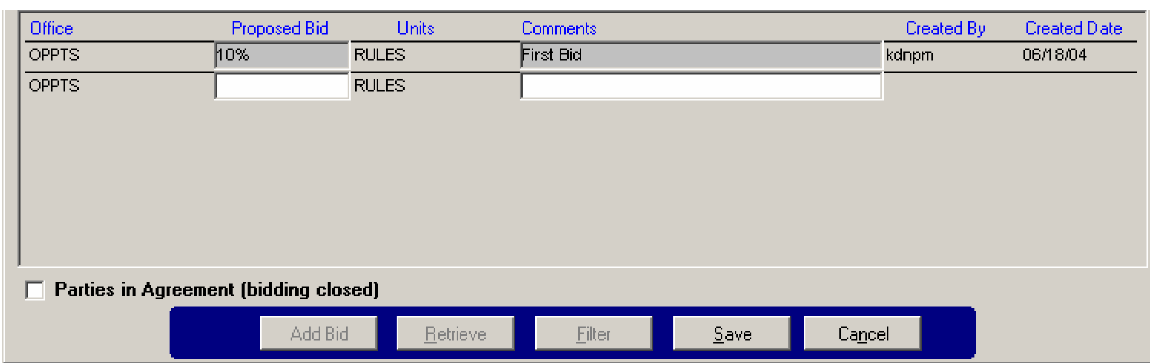
As indicated in the **Select Shareholder** box, the above measure was assigned to the 'HQ' shareholder only. It is considered an Internal measure. No Region will be able to view this record.

Select the 'HQ' row to begin the internal "bidding" process. The bottom of the screen contains the bidding grid.

- o In the bidding grid type your **Proposed Bid.** The value entered must comply with the formatting requirements of the selected Data Type.
- o Add **Comments**, if desired.
- o Click **Save.**



Because this is an internal measure, each “bid” constitutes a new row in the grid. You will not be able to edit existing bid records. You must create a new record for each “bid” entry in the grid by clicking **Add Bid.** This provides historical bid records for the measure.



Once the NPM has decided upon the final “bid” entry:

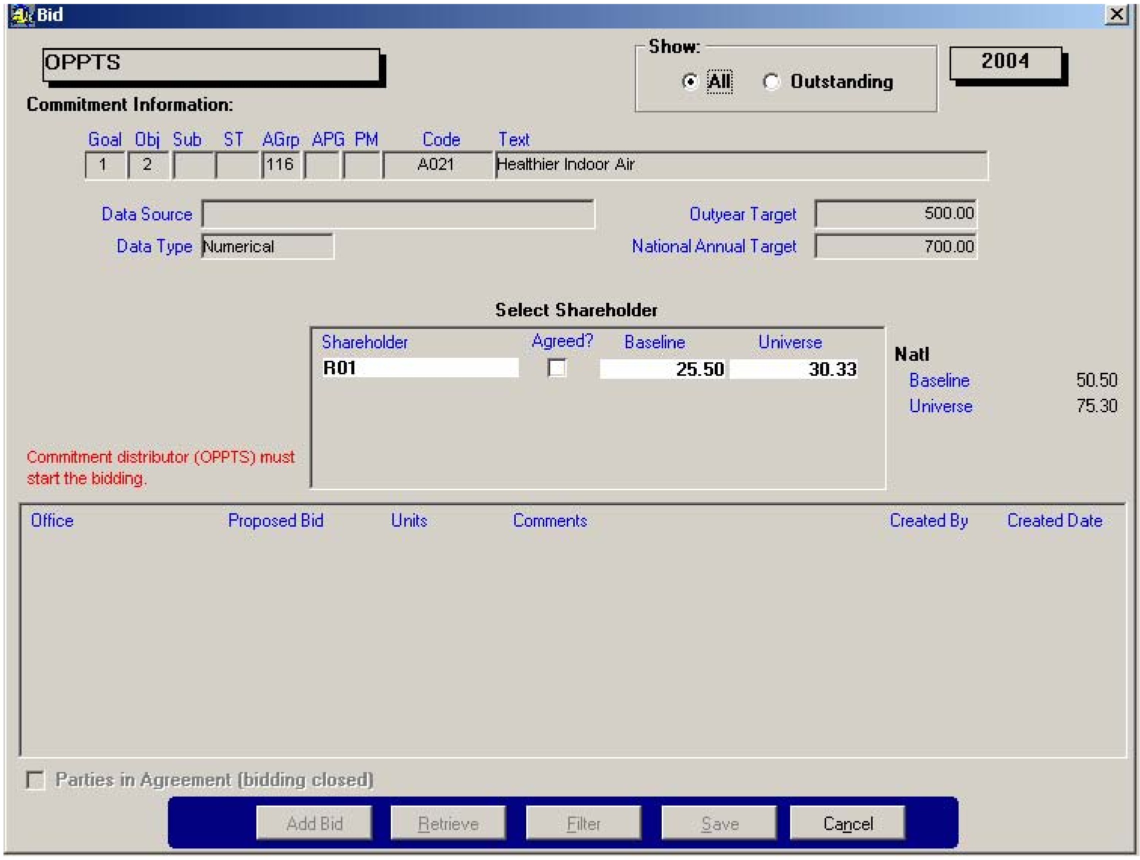
- o Check **Parties in Agreement (bidding is closed)**.
- o Click **Save**.

The **Agreed?** box in the Shareholder grid will automatically be checked.

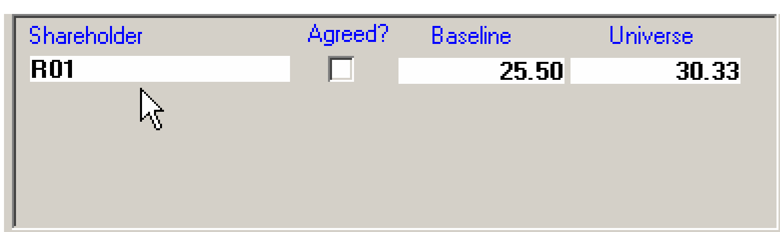
Cancel or click the **X** to close screen.

BIDDING PROCESS FOR EXTERNAL MEASURES

The bidding process works somewhat differently for an External measure. The NPM must start the bidding.



Click on the **shareholder** (white shaded box) with whom you wish to begin the bidding process.

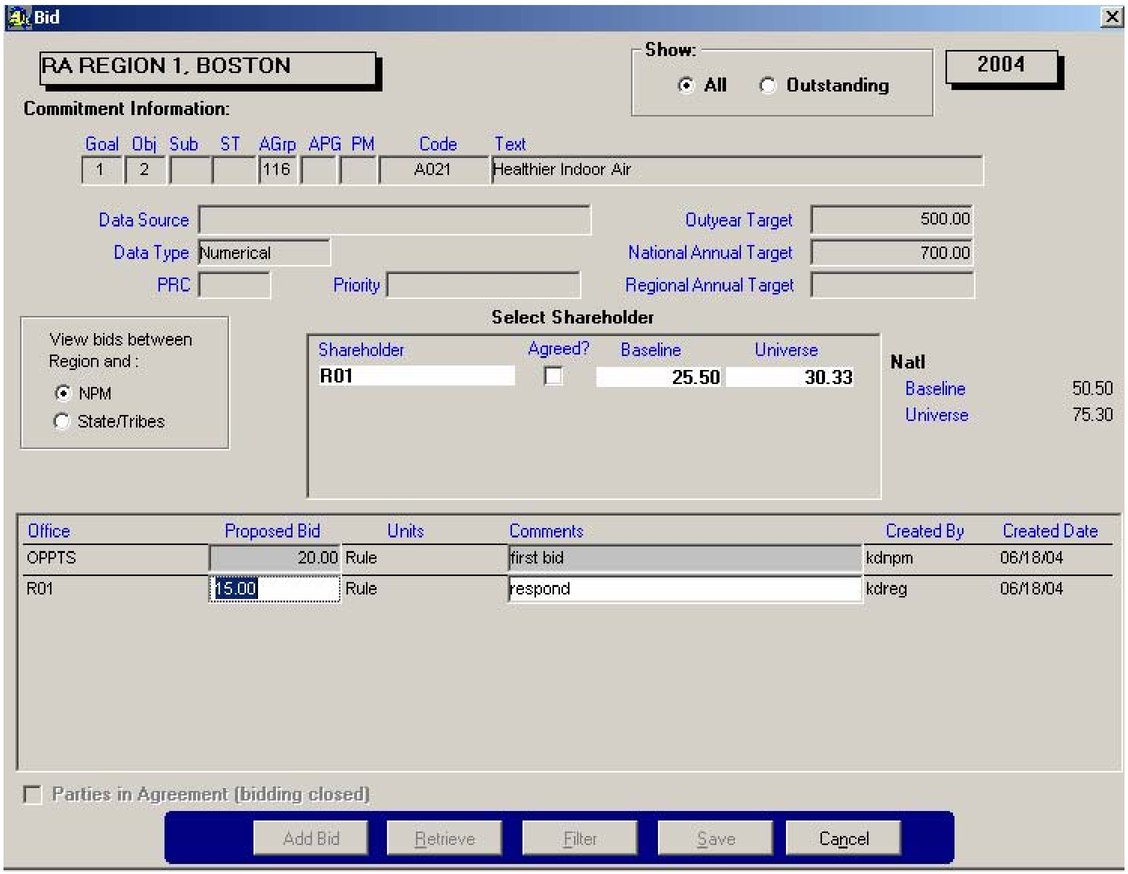


- In the bidding grid type your **Proposed Bid.** The value entered must comply with the formatting requirements of the selected Data Type.
- Add **Comments**, if desired.

- o Click **Save**.

Once your bid record has been saved, you can continue to return to the record and edit it until the Region has entered a response. Once the Region has responded, your last bid record is locked.

The bidding has now begun. The region will respond with a counter bid stating their proposed target and comments. The region can continue to edit or modify their counter proposal until the NPM responds.



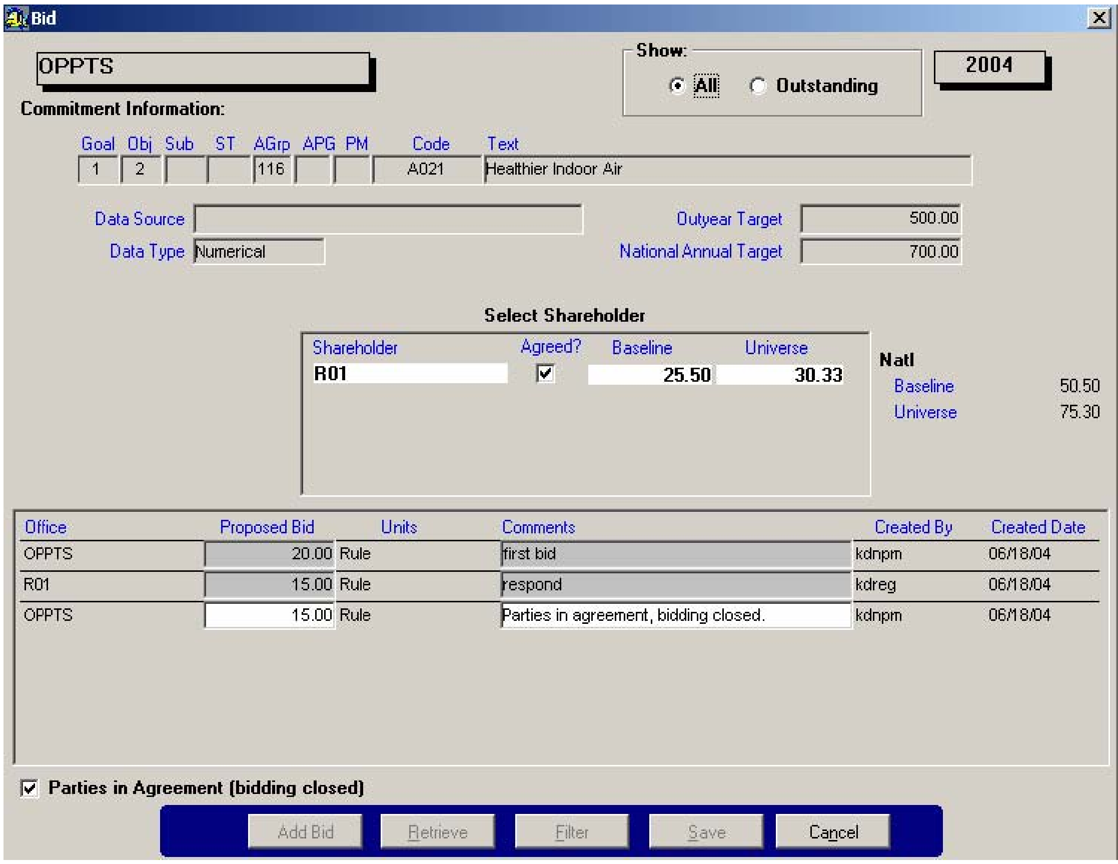
The NPM has a choice to accept a Region's proposal or respond with a modified proposal. To continue the bidding process:

- o Click on the **Add Bid** button.
- o Type the **Proposed Bid** and **Comments** (if desired).
- o Click **Save**.

The bidding continues in an alternating fashion i.e. NPM-Region-NPM until agreement is reached.

To accept the Region's proposed bid:

- o Click on **Parties in Agreement** check box.



The grid will automatically insert a record for the NPM containing the bid value last entered by the region and a comment that reads "Parties in agreement, bidding closed". Once the NPM determines that the bidding is closed, the Region can no longer counter-bid. The agreement is indicated in the Shareholder box with a check in the **Agreed?** box.

COMMITMENTS RESULTS

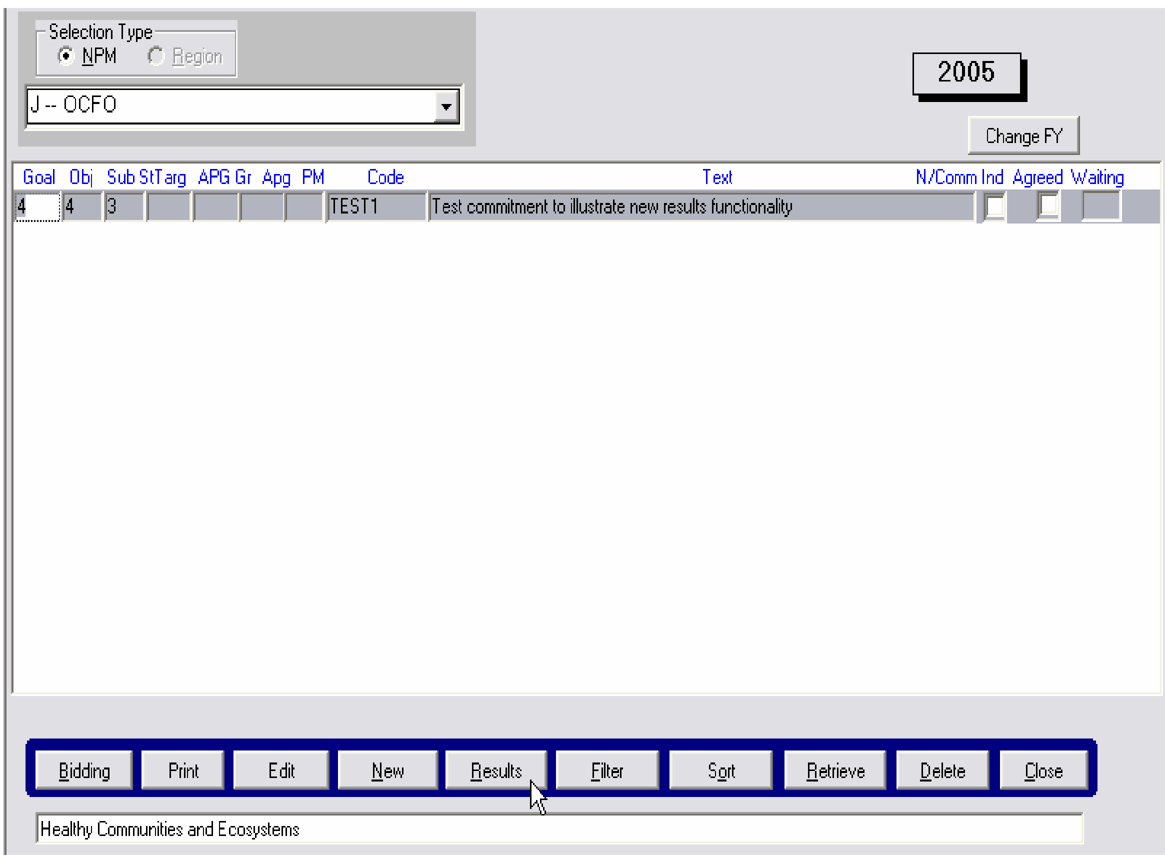
NPM users can use the commitments results feature to accomplish two things:

- o Create, edit, or view results for their 'HQ' shareholder (i.e. results the NPM itself accomplishes)
- o View results entered by Regional shareholders, including any State/Tribe shareholder detail provided by a Region
- o The results feature consists of two basic screens:

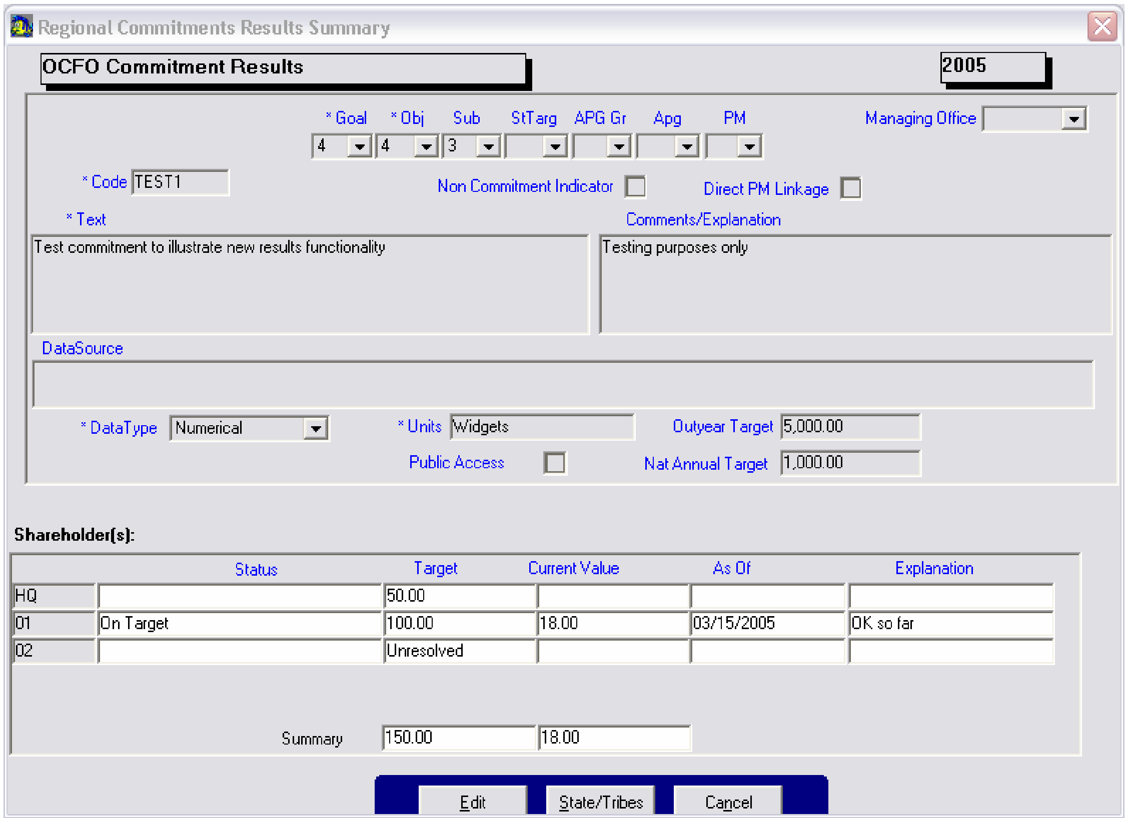
- o Results Summary Screen – displays summary information for each Regional shareholder, including the 'HQ' shareholder if assigned
- o Results Reporting Screen – displays 'checkbook' results entries made over the course of the FY. NPM users enter results for the 'HQ' shareholder using this screen.

VIEWING RESULTS USING THE COMMITMENTS RESULTS SUMMARY SCREEN:

- o On the commitments Initial Entry Screen, highlight the row (measure) of interest.
- o Click the **Results** button.

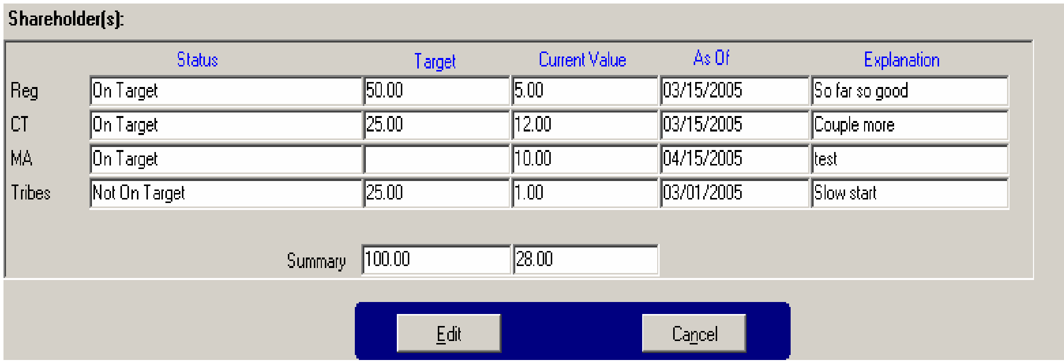


A summary of results data for the measure row previously selected is displayed on the results summary screen:



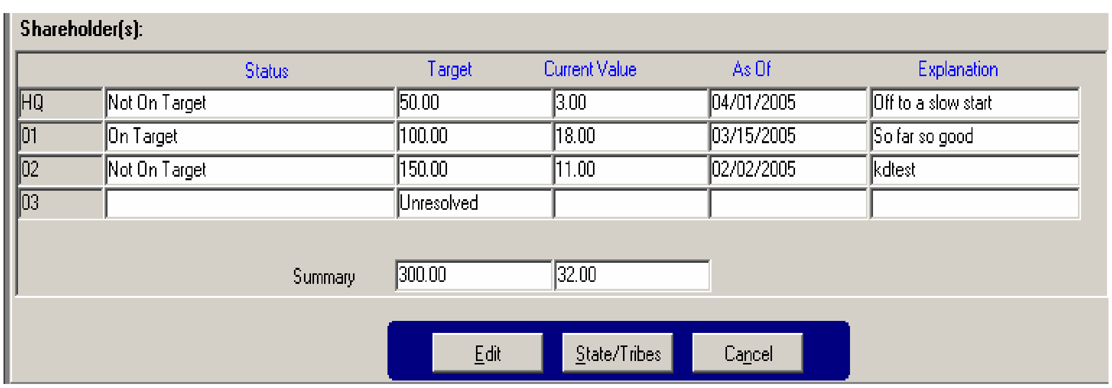
The bottom of the Commitment Results Summary Screen contains a grid summarizing all results reported by the shareholders assigned to the measure. Note the following:

- Shareholder ‘HQ’ has a target value but no results have been entered. The target value is the agreed-upon ‘bid’ accepted by the NPM itself. To enter results for this shareholder, see the **Commitment Results Reporting Screen** section.
- The Region 02 shareholder target is “Unresolved”. This means that the NPM and Region have not completed the bidding process to reach agreement on a final performance target. The Regional shareholder may still enter results against an unresolved target.
- The **‘01’** (Region 01) shareholder has results. These results may be accomplishments of the Region itself, or a summary of Region/State/Tribe accomplishments. To view detailed results information, highlight the Regional row and click the **State/Tribes** button. The resulting view-only screen displays results for State/Tribe shareholders established by the Region:

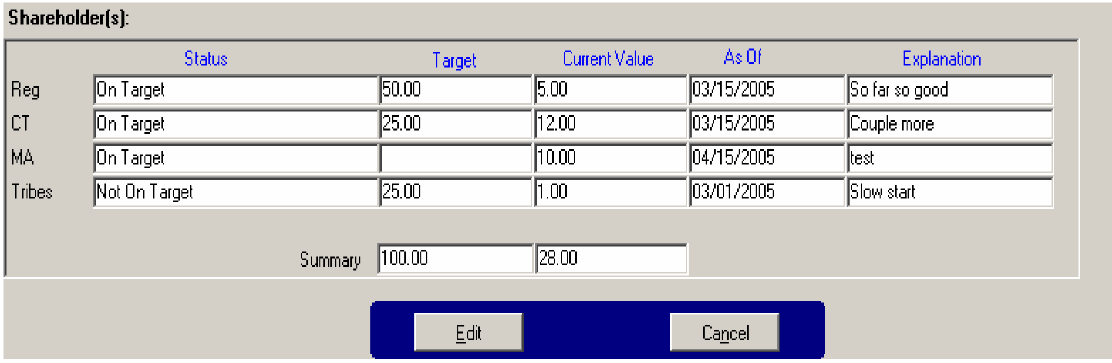


Comparing the values in the detailed State/Tribes results screen to the single Region 01 row in the summary screen, note that the summary screen ‘Status’ displays only the status provided in the **‘Reg’** shareholder row (also true for the ‘Explanation’) Since the measure has a numeric data type, the summary screen displays ‘Target’ and ‘Current Value’ numbers that are sums of all State/Tribe shareholder results (100 and 28 in this case) with ‘As Of’ dates **equal or prior to** the **‘Reg’** shareholder ‘As Of’ date. This will not be true for non-numeric data types; the summary screen will display only the values from the **‘Reg’** shareholder row. Finally, notice that the summary screen displays an ‘As Of’ date of 03/15/2005 for Region 01. This date represents the latest ‘As Of’ date supplied by the **‘Reg’** shareholder.

IMPORTANT: It is possible that the ‘Target’ and ‘Current Value’ totals on the detailed State/Tribes results screen may not match the totals displayed on the summary screen for a given Region due to the ’As of Date’ supplied for the **‘Reg’** shareholder vs. the other State/Tribe shareholders. For example:



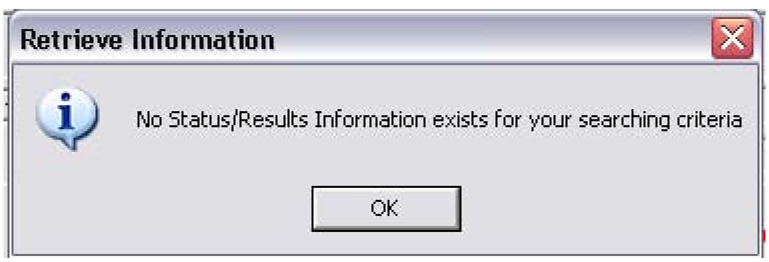
On the above summary screen, **Region 01** has a current value of 18.00 with an' As of Date' of 03/15/2005. Highlighting the row for Region 01 and clicking the State/Tribes button opens the following detailed State/Tribes results screen:



Comparing the 'Current Value' totals, the detailed State/Tribe results screen shows a value of 28.00, not 18.00 as displayed on the summary screen for Region 01. This is due to the result entered for MA (10.00) with an 'As of Date' of 4/15/2005. Since this date is later than the '**Reg'** 'As of Date' of 3/15/2005, the result for MA is not included in the Region 01 'Current Value' total displayed on the summary screen.

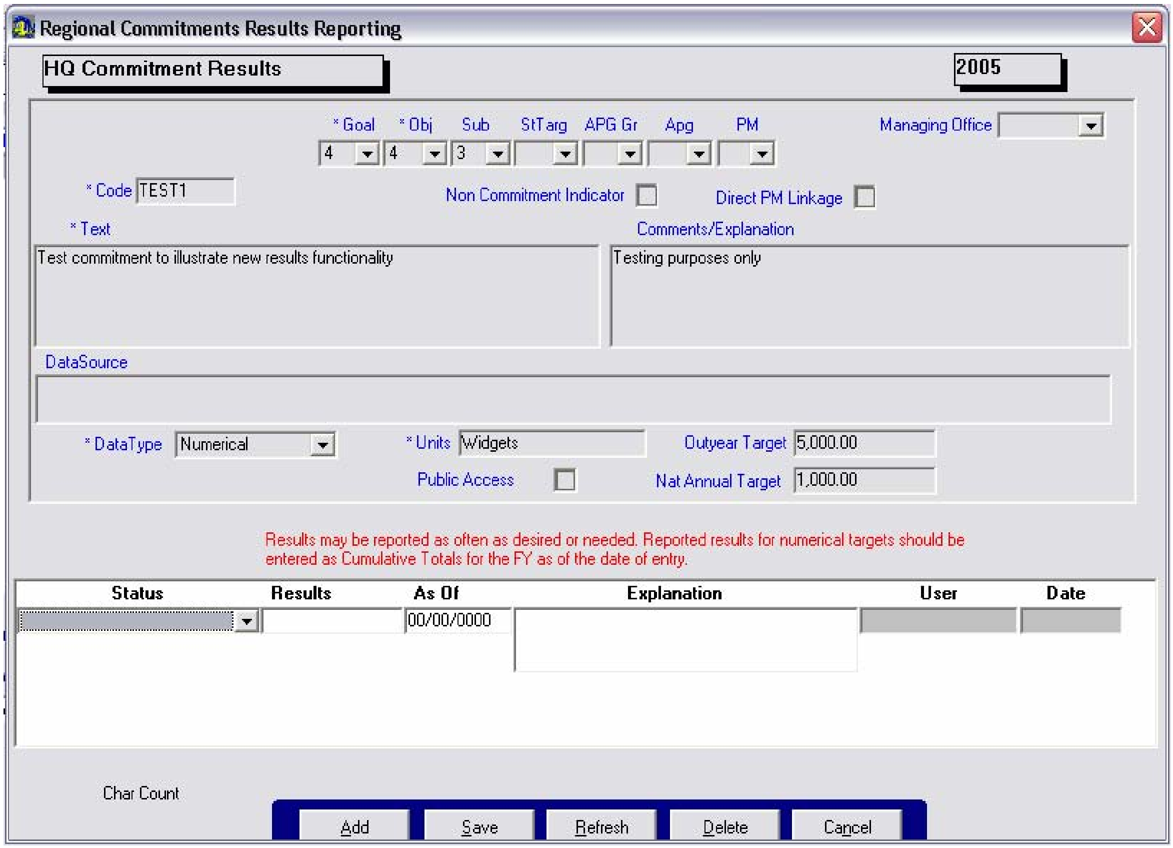
REPORTING RESULTS USING THE COMMITMENTS RESULTS REPORTING SCREEN:

- On the Commitment Results Summary Screen, select the 'HQ' shareholder row and click the **Edit** button.
- If no results were previously entered for the measure, the following message will appear:

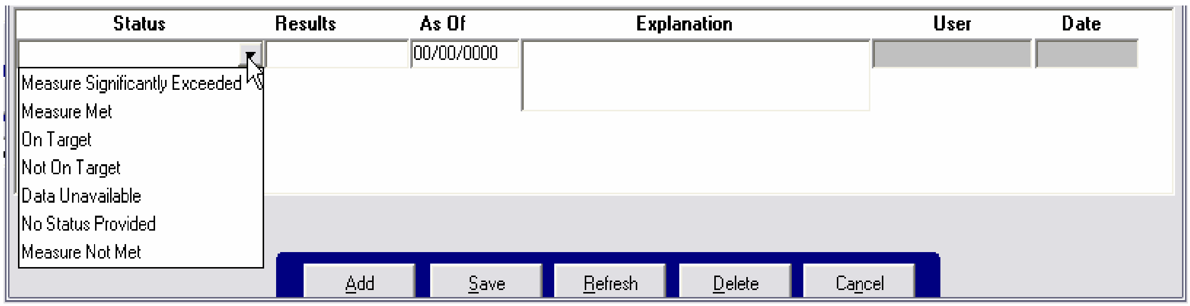


- Click **OK**, and then **Add** to enter the first result record for the measure.\

The results reporting screen is now ready to accept data:



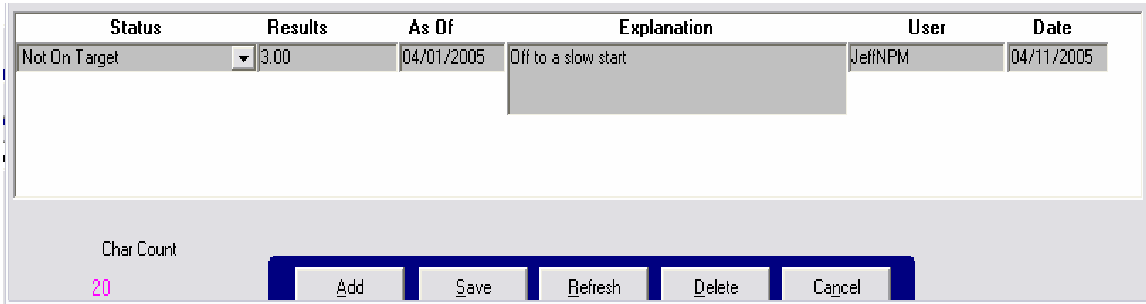
- Select a **Status** from the drop-down list. This is a required field.



- Enter the appropriate **Result**, ensuring it complies with the **Data Type** for the measure (e.g. numeric, date, percent, etc.). This is a required field.
- Enter the appropriate **As Of** date (MM/DD/YYYY format). This should be the date for which the result is valid, not necessarily the date the result is entered. The **As Of** date must also be less than or equal to the date the result is entered. This is a required field.
- Enter an **Explanation**, if desired, up to 2,000 characters. Note the “Char Count” at the bottom left of the screen, indicating how many characters have been typed into the Explanation field.

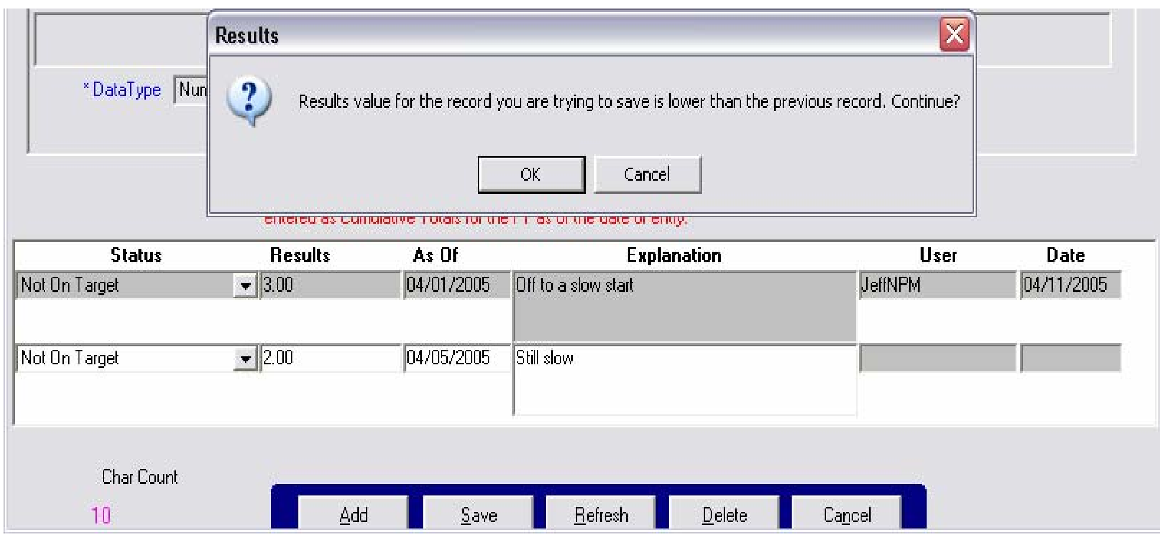
NOTE: An explanation is required for status values of “**Measure not Met**” and “**Not on Target**”.

- o Click **Save**. Note that your username and today's date are captured in the far right columns of the results grid.



- o Click **Cancel** to exit the Results Reporting Screen and return to the Results Summary Screen
- o Add additional results records at any point in time by entering the Results Reporting Screen and clicking **Add**.

NOTE: For numeric data types, entering a result that is lower than the previous value will result in the following system reminder prompt:



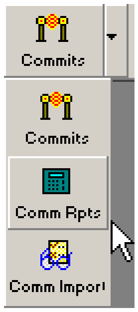
- o Click **Cancel** to discontinue the result entry, or click **OK** to continue.

DELETING A COMMITMENT RESULT RECORD

NOTE: Results records may not be edited, only created and deleted. Deletions are permanent; no record of the result is retained in the database.

- o On the Results Reporting Screen, click the **Explanation** field in the row to be deleted.
- o Click the **Delete** button at the bottom of the screen. A pop-up screen will ask you to confirm the deletion

TO ACCESS THE COMMITMENT REPORTS MODULE



Click from the main toolbar. (Reveal the “Comm Rpts” button by clicking the small arrow to the right of the “Commits” button.)

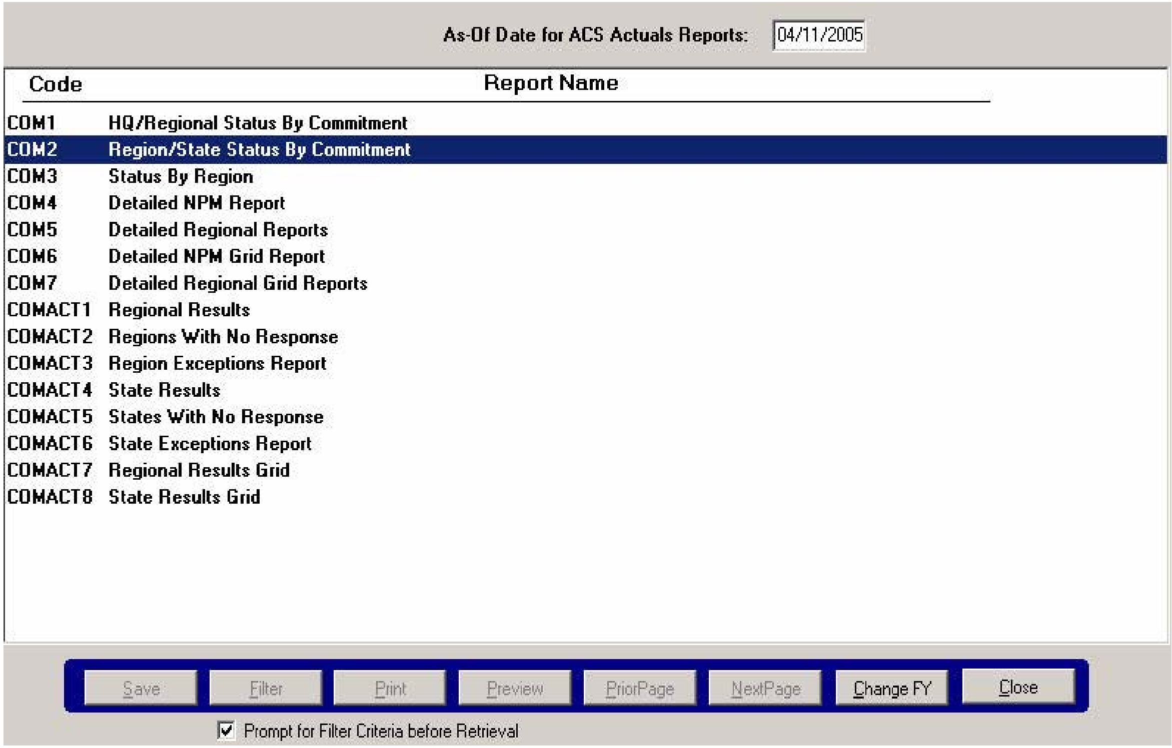
A screen will display prompting the user to choose a Fiscal Year for the session:

- Select a **Strategic Plan** using the drop down list.
- Select a **Fiscal year** using the drop down list.
- Click **Select** to open the Commitment Reports screen.

COMMITMENT REPORTS SCREEN:

SELECTING REPORTS

The report selection screen allows the user to select pre-formatted reports to access Commitment data. Each report is listed with an identifying **Code** and a descriptive **Report Name**.



RUNNING COMMITMENT REPORTS:

Double click on any report listed on the screen to launch that report.

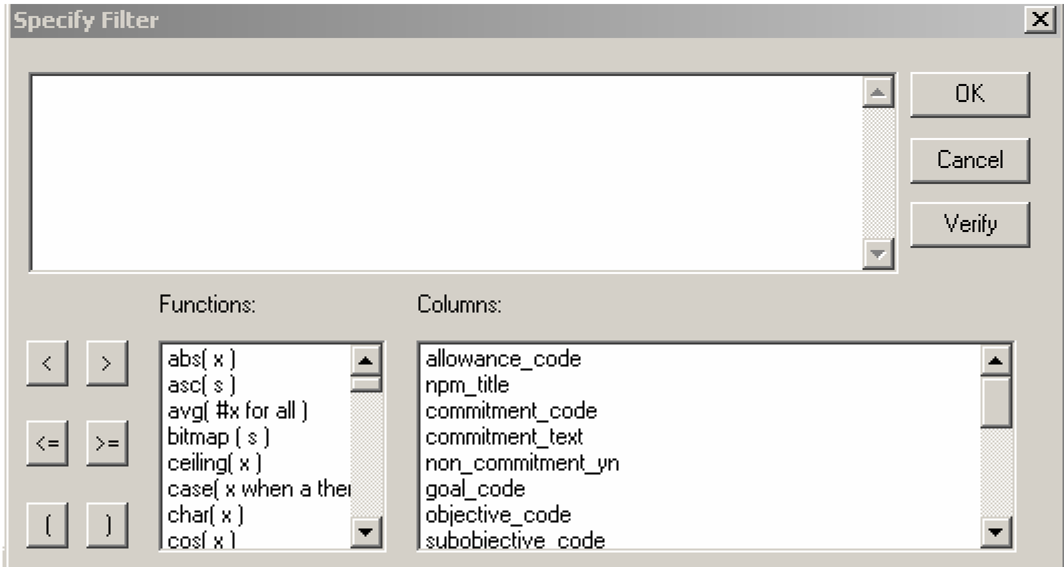
NOTE: You have the option to change the “As Of Date for Acs Actuals Reports” before retrieving report data. If you running any commitments actuals (results) reports* and wish to report results with an ‘As Of’ date prior to today’s date:

- o Click in the “As-Of Date for Acs Actuals Reports” field at the top of the report screen:

- o Type in new date (prior to today’s date), MM/DD/YYYY format.
- o Double-click the report.

*Acs Actuals reports are labeled with **COMACT** in the report code.

You also have the option to filter any report before retrieving report data. The **Prompt for Filter Criteria before Retrieval** check box is checked by default. If you wish to run an unfiltered report, simply uncheck this box prior to double-clicking the report of interest. Leaving the box checked and running a report results in the appearance of a pop-up filter screen.



If you unintentionally run a report with the filter criteria prompt activated, but do not actually want a filtered report, simply click **Cancel** on the filter screen to run an unfiltered report.

FILTER

The Commitment Reports filter screen is somewhat different than the one used by the Commitment Tracking Data Entry Initial Screen. There are no tabs for selecting different expression components and columns. To reduce the risk of syntax errors in your filter expression, double click on the components (operators, such as ‘>’, and columns) in the lists wherever possible. Not all reports have identical columns listed in the columns box.

Filter tips:

(Regional Results grid reports/State Results grid reports)

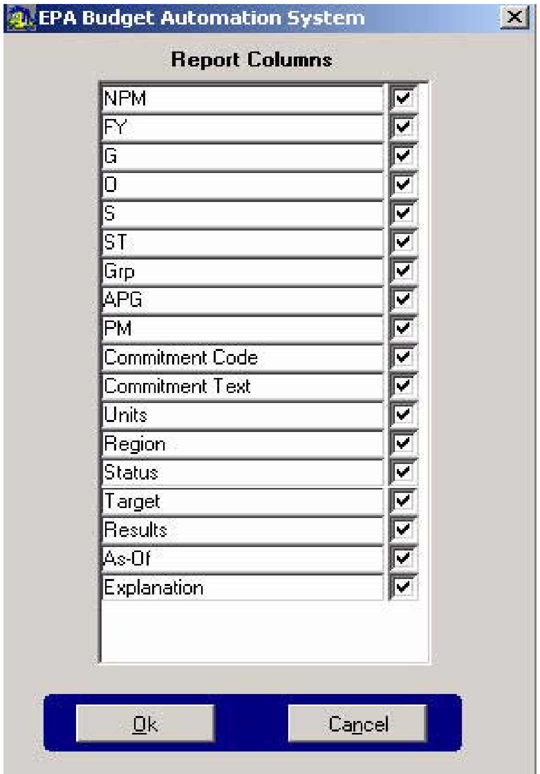
When selecting the Regional Results grid reports and the State Results grid reports a **Report Column** filter screen will be automatically displayed. This additional filter allows the user to **only** select the columns he or she wishes to display (by default, every column will be displayed).

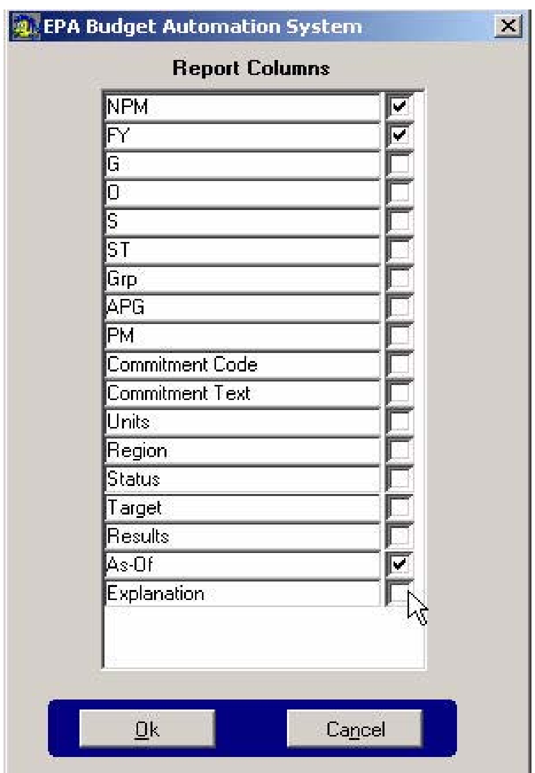
- Click **OK** to display to display all Report Columns.
- Click **Cancel** to return to the Report Name screen.

Or

- Place curser in check box and **left click** mouse button to remove check mark(s).
- Click **OK**

Example: To display only the **NPM, FY**, and **As-of date** simply:

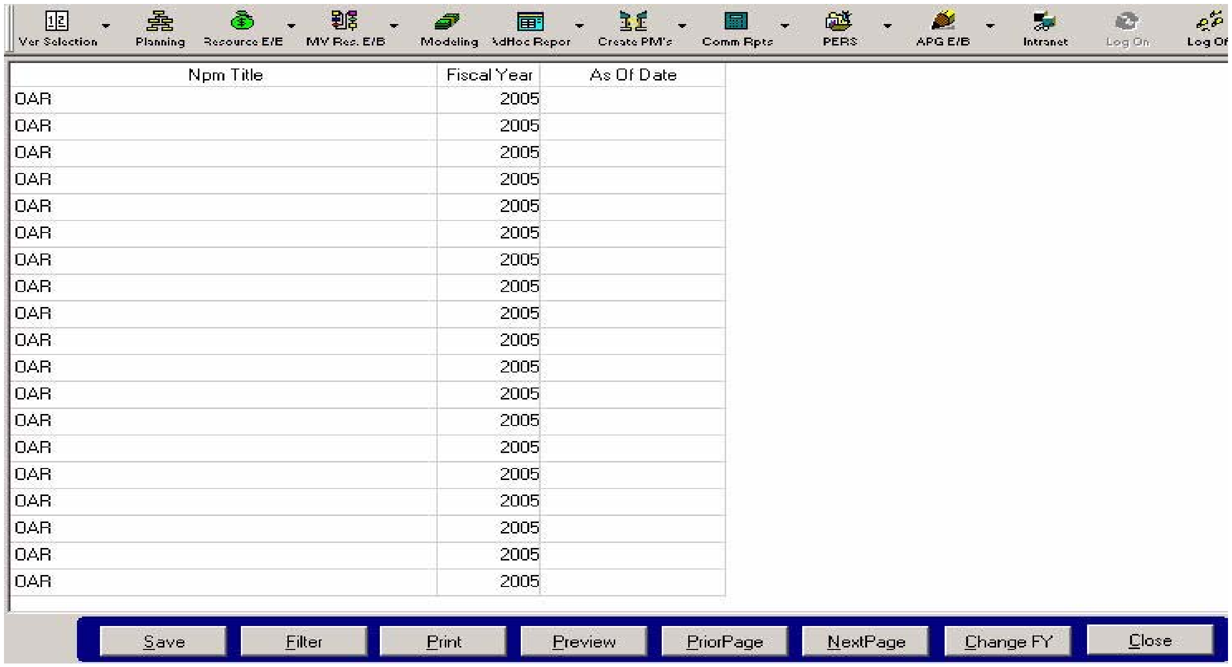

EPA Budget Automation System
Report Columns
NPM
FY
G
O
S
ST
Grp
APG
PM
Commitment Code
Commitment Text
Units
Region
Status
Target
Results
As-Of
Explanation
Ok
Cancel


EPA Budget Automation System
Report Columns
NPM
FY
G
O
S
ST
Grp
APG
PM
Commitment Code
Commitment Text
Units
Region
Status
Target
Results
As-Of
Explanation
Ok
Cancel

o Place curser in check box and **left click** mouse button to remove check mark(s).

o Click **OK**

Only the Report Columns that were checked will be displayed.

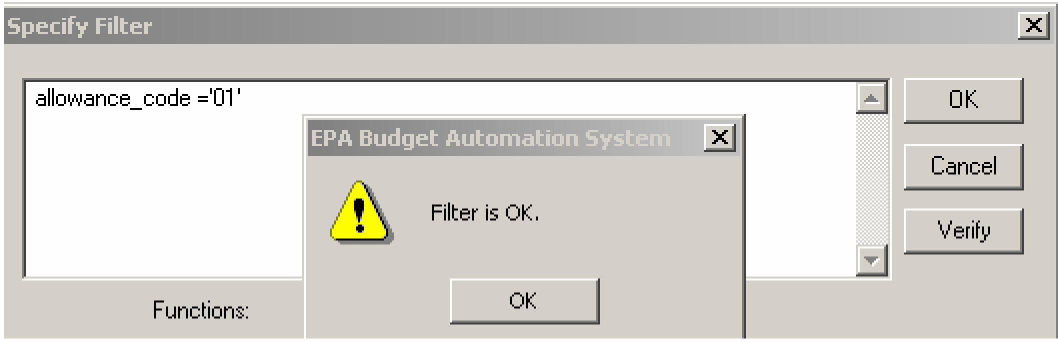


Npm Title	Fiscal Year	As Of Date
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	

You can continue to filter to a finer level of detail (the selected columns on the report) by clicking on the Filter button and following the instructions for Filtering.

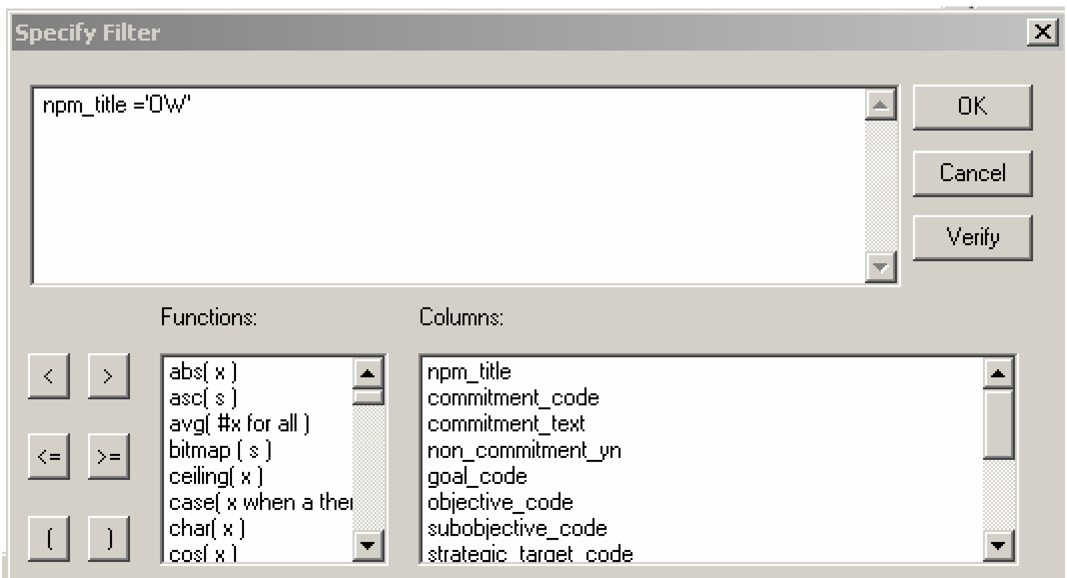
(*allowance code*)

To filter a report by Region, use the “allowance code” column and filter using values ‘01’ through ‘10’. (BAS identifies specific Regions using “Allowance Holder” values).



- Click **Verify** to ensure that the filter syntax is valid (optional).
- Click **OK**.

(NPM)



To report data for a specific NPM, double click the "npm_title" column.   Manually type the '=' sign and the NPM title you wish to filter on (Please refer to the Data Glossary for a list of NPM titles).

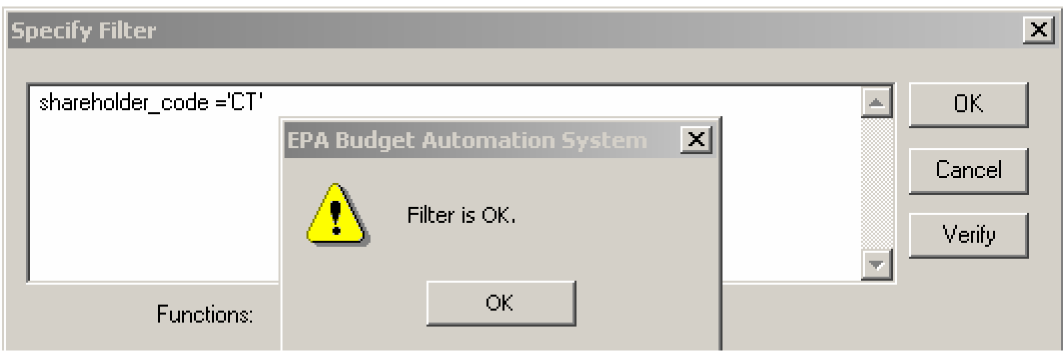
IMPORTANT: You must type single quote marks around values or the filter will not recognize the value. Exceptions are purely numeric fields, such as goal, objective, and subobjective.

- o Click **Verify** to ensure that the filter syntax is valid (optional).
- o Click **OK**.

(shareholder)

To filter a report by Shareholder, use the" Shareholder_code" column and filter using the two

Letter abbreviation for each state (i.e.for the state Connecticut use 'CT'). To filter on tribes, manually type the word 'tribe' after the equals sign.

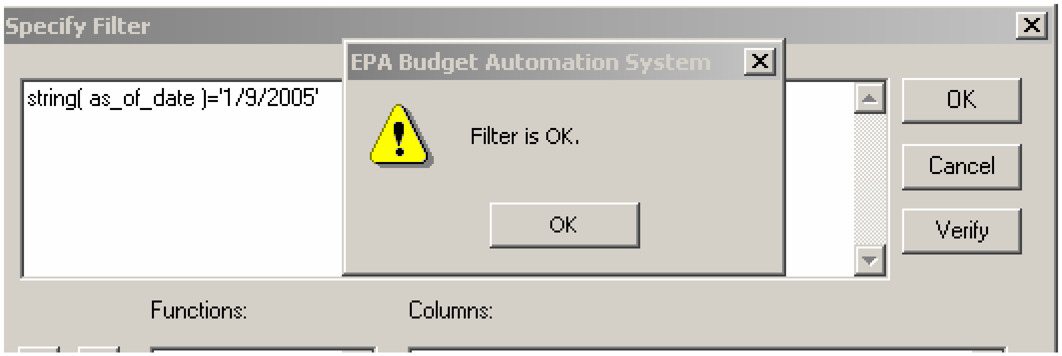


To report data for a specific Shareholder,double click the 'Shareholder_column". Manually type the = sign and the abbreviated state or tribe you wish to filter on. **IMPORTANT:** You must type single quote marks around values or the filter will not recognize the value. Exceptions are purely numeric fields, such as goal, objective, and subobjective.

- o Click **Verify** to ensure that the filter syntax is valid (optional).
- o Click **OK**.

(*as of date*)

To filter based on"as_of_date" you must convert the date data type to a *string*; this is due to the way dates are stored in the database.



To report data for a specific As Of date, manually type the word ' string', add a left parend, double click "as_of_date" in the column list provided (or type in manually), add a right parend, type '=' sign, add a single quote, type the date using m/d/yyyy format, and another single quote.

- Click **Verify** to ensure that the filter syntax is valid (optional).
- Click **OK**.

To delete filter criteria, highlight the current filter text and press the delete button (on your keyboard), then press **OK.**

NOTE: To change a filter, you must first delete the current filter, and then build the new filter. Otherwise, system will assume you want to filter an already filtered dataset.

FILTER COLUMNS AND EXAMPLES:

Filter Columns	***Filter Examples***
Allowance code	allowance_code ='08'
Npm title	npm_title ='OW'
Commitment code	commitment_code ='NS1'
Commitment status	commitment_status ='On Target'
Commitment text	commitment_text ='Test commitment to illustrate new results functionality'
Non commitment	non_commitment_yn='Yes'
Goal code	goal_code =05
Objective code	objective_code =02
Subobjective code	subobjective_code =02
Units	units='widgets'
Shareholder code	shareholder_code ='ME'
Proposed bid	proposed_bid ='10'
Results	results ='Unresolved'
Strategic target code	strategic_target_code =01
Group code	group_code ='03'
Apg code	apg_code ='100'
Performance measure	pmeasure_code ='A32'
As of date	string(as_of_date)='2/15/2005'
Explanation	explanation ='test'
Non commitment	non_commitment_yn ='Yes'
Comments	comments='Low Risk'
Managing Office	office_title ='OGWDW'
Data type	datatype ='Percentage'

Outyear Target	five_year_goal ='100'
National annual target	National_annual_target='100'
Public access	public_access_yn ='Yes'
Universe	universe ='100'
Bidding office	bidding_office ='Reg'
Created date	created_date='2/15/2005'
Npm agreed	npm_agreed ='Yes'
Agreed	agreed_yn ='Yes'
Performance measure link	pm_linkage_yn ='No'

FILTER EXAMPLES:

Select all records for As of Date

String(as_of_date)='4/1/2005'

Select all records for Region 01

allowance_code = '01'

Select all records for NPMs OAR and OSWER

npm_title in ('OAR','OSWER')

FILTER MISTAKES:

1) Missing single quotes around values

Bad example: allowance_code = 01

Good example: : allowance_code = '01'

2) Missing connector of "and" or "or"

Bad example: goal _code = 01 obj_code = 01

Good example: goal_code = 01 and obj_code = 01

3) Lower case letters where letters should be capitalized

Bad example: npm_title =’oar’

Good example: npm_title =’OAR’

4) Incomplete entering of code numbers

Bad example: allowance_code = ‘1'

Good example: allowance_code = ‘01'

5) Incorrect spacing

Bad example: goal_co de

Good example: goal_code

6) Missing operator

Bad example: allowance_code ‘01'

Good example: allowance_code = ‘01'

7) Incorrect operator selected

Bad example: commitment_code + ‘01'

Good example: commitment_code = ‘01'

8) Column name selected twice

Bad example: npm_title npm_title = ‘OPPTS'

Good example: npm_title = ‘OPPTS'

9) Missing underscore

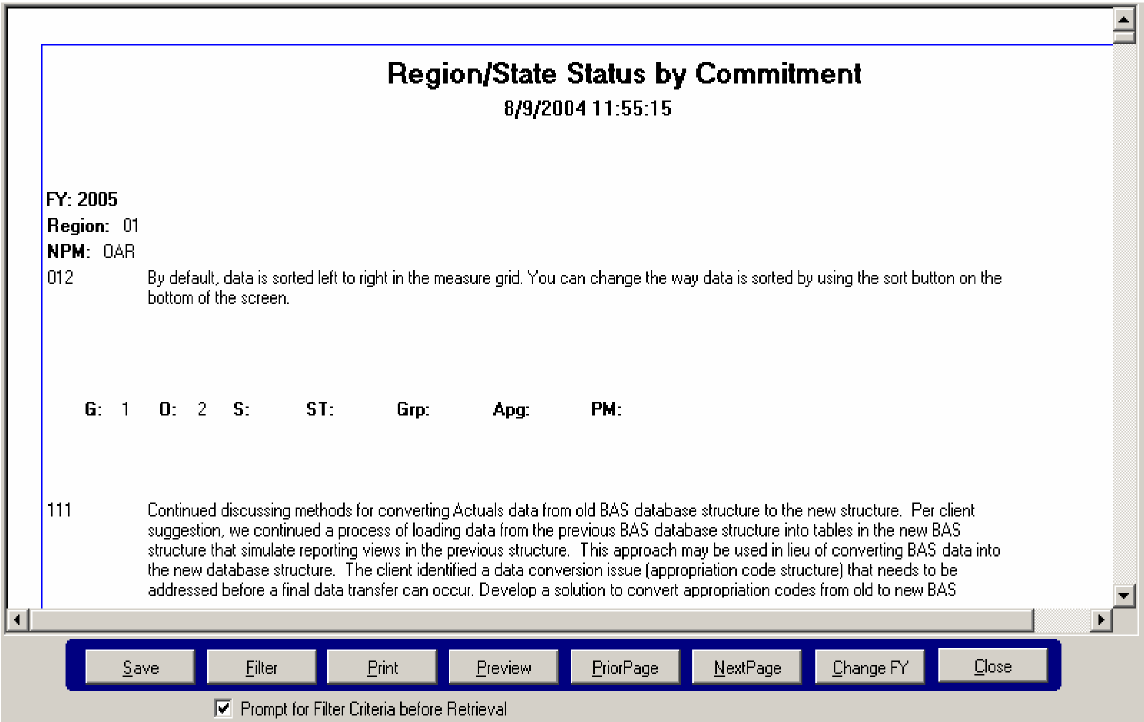
Bad example: allowance code

Good example: allowance_code

10) Spelling errors

Bad example: nad

Good example: and



Once a report is run (data retrieved), there are options at the bottom of the **Commitment Tracking Report Screen** that enables you to control how the report is viewed. The commitment reports will show the title in the top center of the report. To the far top left of the report is a description of the specified filter.

SAVE

You can save a report in various formats.

- Click **Save**
- Click the dropdown arrow in the **Save in box** and select a location to save in.
- Type a file name

- Select a **Save as type** (Save as type defaults to “Text with headers”)
- Click **Save.**

FILTER

You can also adjust the filter after the report data is retrieved. Select the **Filter** button from the bottom of the screen to bring up the filter screen again.

PRINT

Click **Print** at the bottom of the screen to send the report to your default printer.

You can print the report in its entirety, specified pages of the report, or the currently displayed page of the report. Make selections in the print dialog box accordingly.

PRINT PREVIEW

The displayed report is shown screen size initially and the numbers at the bottom of the screen do not reflect the number of pages but the number of screens.

- Click **Preview** at the bottom of the screen.
- Click the radio button for the desired magnification.
- Click **OK**.

NEXT PAGE

Click the **Next Page** button to view the following page of the report.

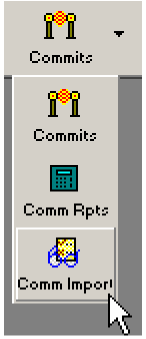
PRIOR PAGE

Click the **Prior Page** button to view the previous page of the report.

CLOSE

To return to the main reports screen and select another report, click the **Close** button at the bottom of the screen.

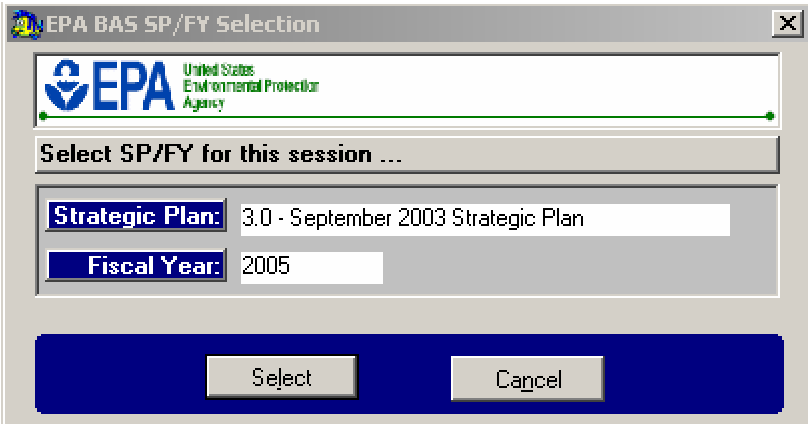
TO ACCESS THE COMMITMENT IMPORT MODULE

Click 

from the main toolbar. (Reveal the "Comm Import" button by clicking the small arrow to the right of the "Commits" button.)

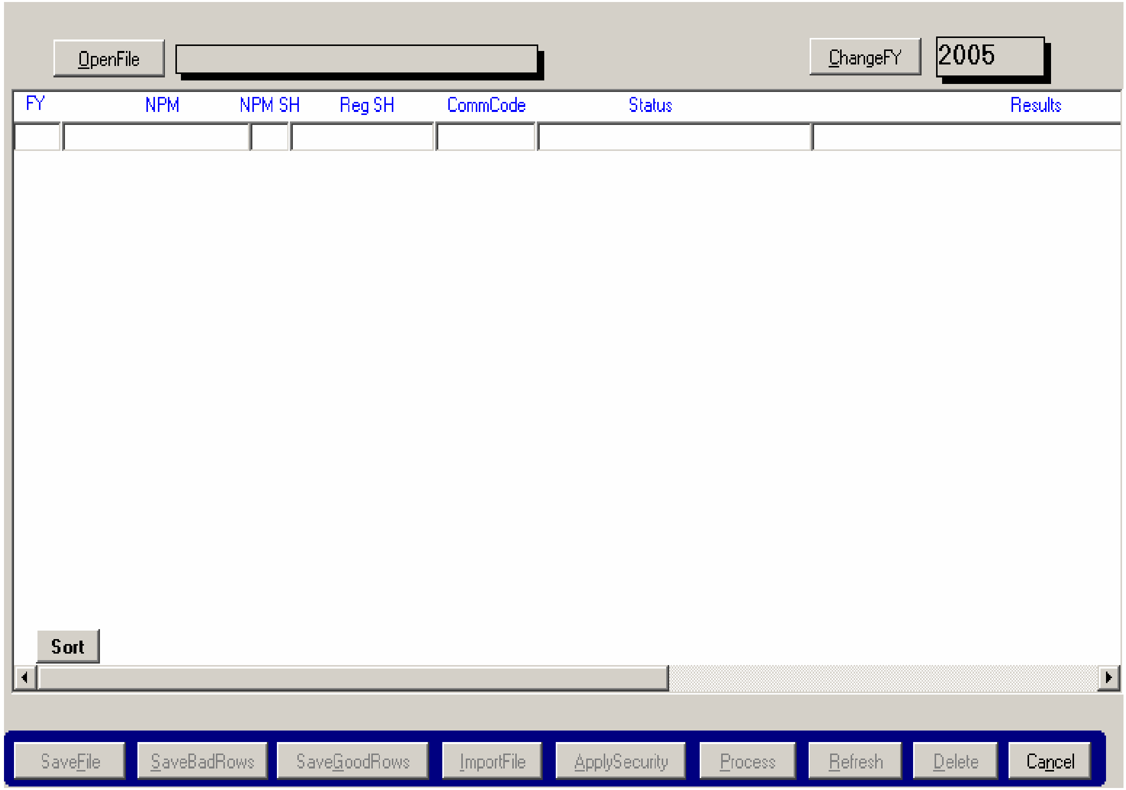
A screen will display prompting the user to choose a Fiscal Year for the session:

- Select a **Strategic Plan** using the drop down list.
- Select a **Fiscal year** using the drop down list.
- Click **Select** to open the Commitment Import screen.



COMMITMENT IMPORT SCREEN

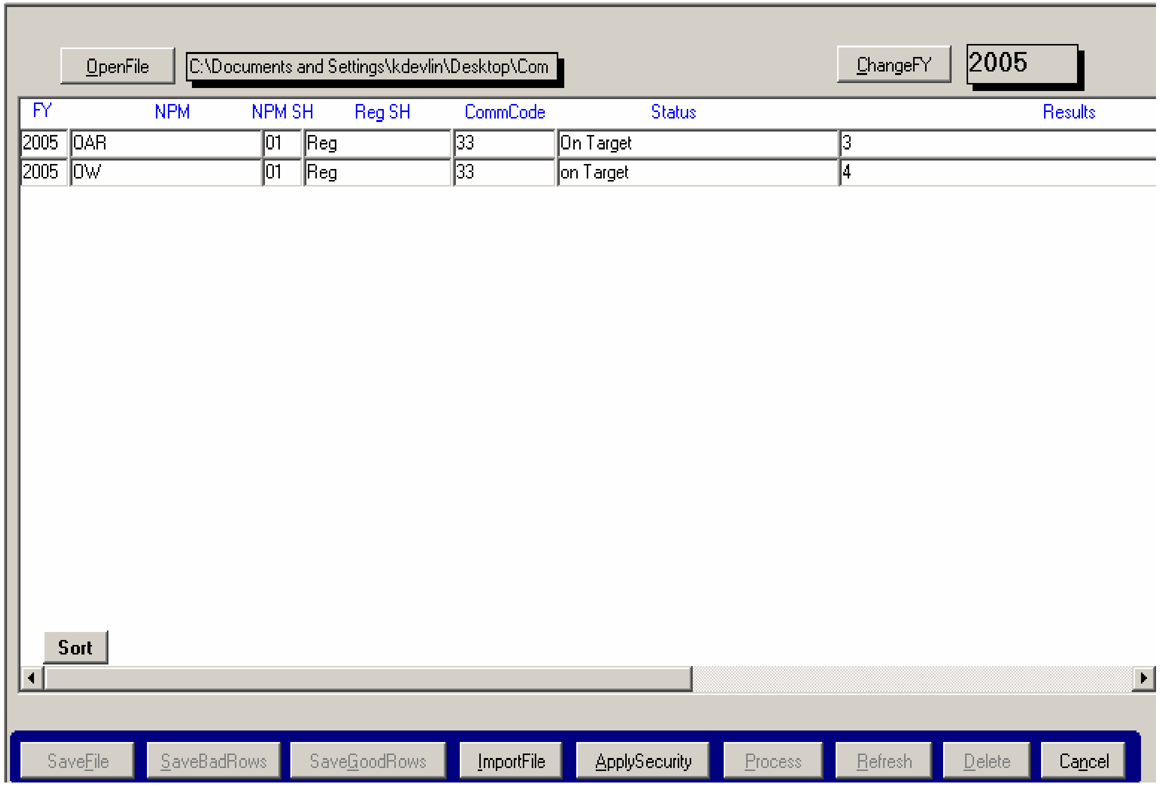
A data import routine has been developed for the Annual Commitment System (ACS) to allow users to incorporate data they have stored on other database systems, spreadsheets, etc.



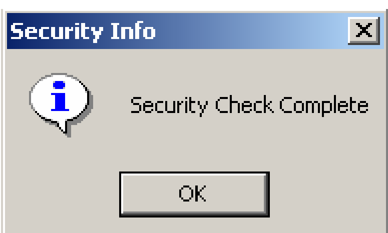
o Click the **Open File** button (located on the top upper left side of the screen) to upload your import file.
For details on creating an import file see the **Import File Format.**

A **Select File** pop-up box will open. Use the drop down arrow in the **Look in** field to select the location of your file.

- o Select the file. The file will appear in the **File name** box.
- o **Save** as Text Files (*.TXT) in the **Files of type** drop down box.
- o Click on the **Open** button.
- o Click on the **Import File** button.



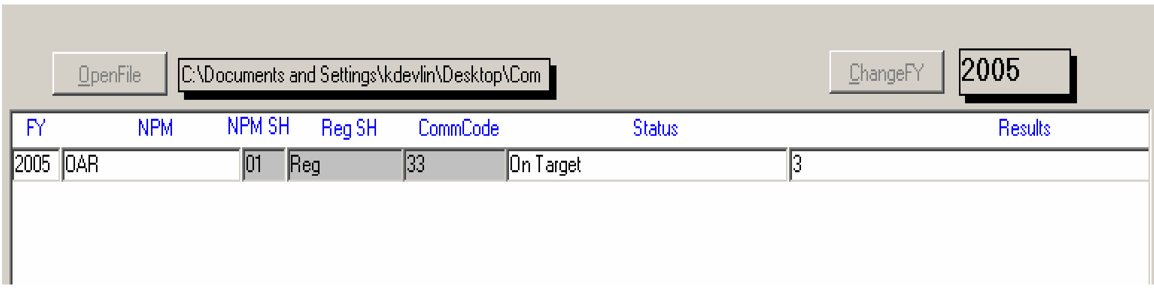
- o Click on **Apply Security** button. This function allows for a security check to ensure edit rights to the assigned user.



- Click **OK**

The Process button is now activated.

- Click on **Process.**



- The Import screen will return all rows of data in error from the import file by shading the fields in gray.

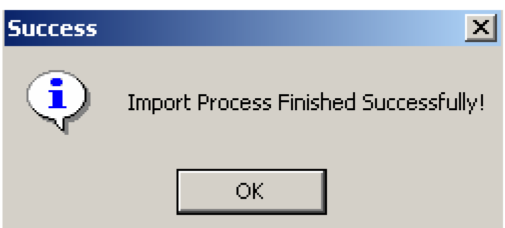
You can save the rows in error:

- Select the **Save Bad Rows** button. This function allows you save the rows in a file, correct the data at another time and continue with the import process.
- Select **Save Good Rows** to keep a file of all rows imported.

-Or-

You can make corrections on the screen by highlighting the row and re-typing the correct data.

- Click on **Process.**

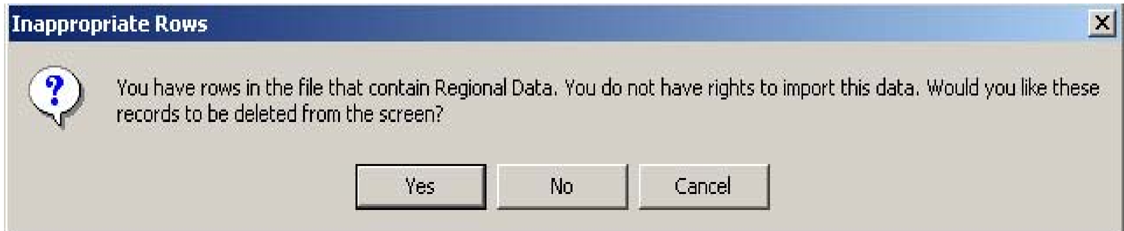


.

- Click **OK.**

If you are importing data that you do not have rights to, a pop-up screen will be displayed.

The message will state that you do not have rights to import this data.



If you select **No** or **Cancel**, another pop-up screen will be displayed.

- Click **OK.** At this point you must modify your import file to reflect the appropriate data.

NOTE: Although the Process button is still activated, if you do not make the appropriate changes to the import file, and you select the **Process** button again, you will continue to receive the two pop-up screen messages until the import file has been modified.

- Click **Yes.** The records are deleted.
- Click **OK**.

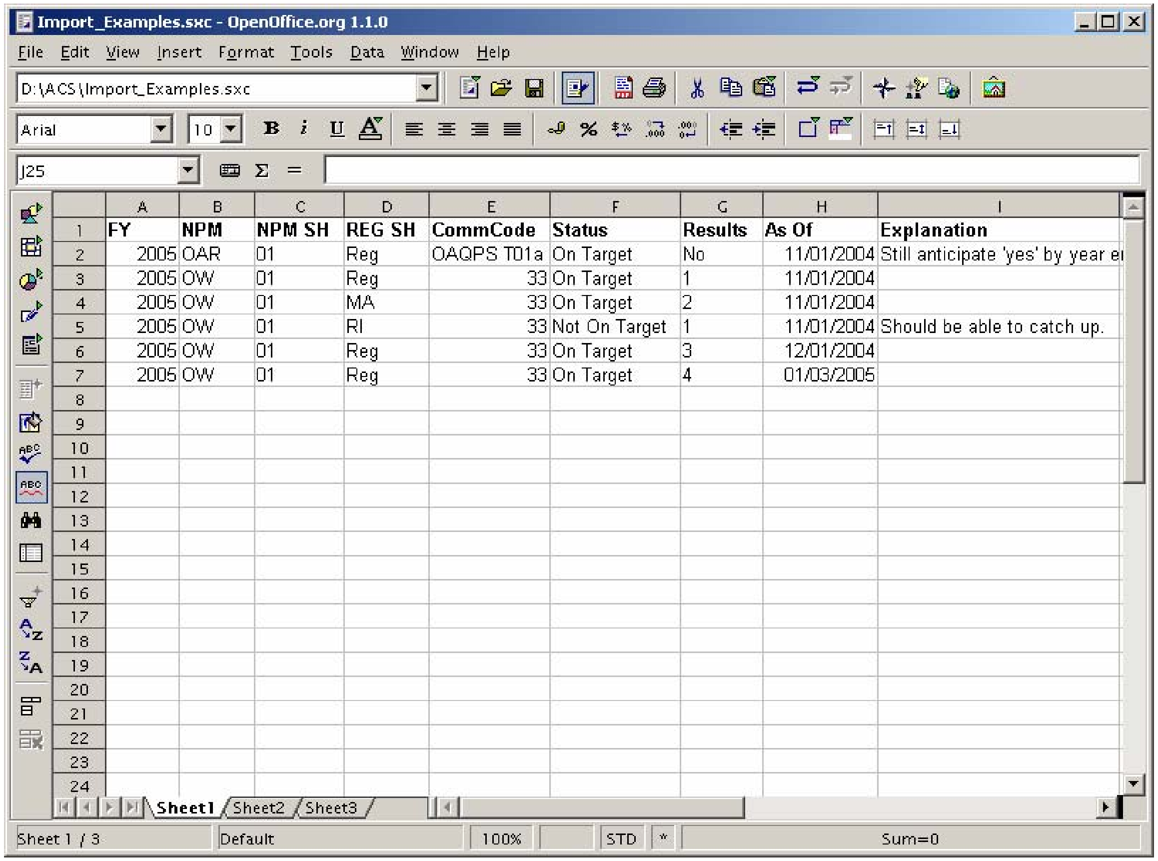
IMPORT FILE FORMAT

The field headers as they appear on the on-screen data import screen in the ACS are the following:

- **FY**
  The fiscal year of the commitment.
- **NPM**

The NPM that owns the commitment. This is in the form of the npm_title used by BAS (*e.g.,* **OW, OAR, OSWER**, *etc.*).

- **NPM SH**
  The NPM shareholder. This could include HQ, itself, or the BAS-recognized regional identifiers (**01, 02, 03**, and so forth).
- **Reg SH**
  The Regional shareholder. This could include **Reg,** for an obligation of the Region, itself, or one of the appropriate abbreviations for the **States/Territories** of that Region, or **Tribes.**
- **CommCode**
  The unique commitment code that identifies the commitment.
- **Status**
  Commitment status. This must take one of seven, case-sensitive forms:
  - Measure Significantly Exceeded
  - Measure Met
  - On Target
  - Not On Target
  - Data Unavailable
  - No Status Provided
  - Measure Not Met
- **Results**
  Be sure **1)** the data type matches that specified in the commitment, and **2)** the response is the *cumulative* result for the year with respect to the As Of Date.
- **As Of Date**
  The date on which the reported results were correct. This is not necessarily the date the record was added to the system. For example, it is quite permissible to enter January records in July. The data format is **mm/dd/yyyy**. **Forward dating is not permitted.**
- **Explanation**
  Any additional information to accompany the result. An explanation is generally optional; however, explanations are required if the record has a status of **Measure Not Met** or **Not On Target.** Maximum length of the comment cannot exceed 2000 characters.
- **Example:** If working from a spreadsheet, an excerpt from a data file may look something like this:



FY	NPM	NPM SH	REG SH	CommCode	Status	Results	As Of	Explanation
2005	OAR	01	Reg	OAQPS T01a	On Target	No	11/01/2004	Still anticipate 'yes' by year e
2005	OW	01	Reg	33	On Target	1	11/01/2004	
2005	OW	01	MA	33	On Target	2	11/01/2004	
2005	OW	01	RI	33	Not On Target	1	11/01/2004	Should be able to catch up.
2005	OW	01	Reg	33	On Target	3	12/01/2004	
2005	OW	01	Reg	33	On Target	4	01/03/2005	

For import into ACS, the data file must be saved as plain text file(s), tab-delimited, and without headers:

2005	OAR	01	Reg	OAQPS T01a	On Target	No	11/01/2004	Still anticipate 'yes' by year end.
2005	OW	01	Reg	33	On Target	1	11/01/2004	
2005	OW	01	MA	33	On Target	2	11/01/2004	
2005	OW	01	RI	33	Not On Target	1	11/01/2004	Should be able to catch up.
2005	OW	01	Reg	33	On Target	3	12/01/2004	
2005	OW	01	Reg	33	On Target	4	01/01/2005	

In this particular example, there are a number of things to point out:

- **As Of Dates** are often different from one another and would rarely be the date entered into the database.
- Fields required for *every* record includes **FY, NPM, NPM SH, CommCode, Status, Result**, and **As Of Date**.
- Responses for Explanation are normally optional; however, they are required when the Status is **Measure Not Met** or **Not On Target**.
- Results for numerical data types are *cumulative* with respect to the As Of Date. *Generally,* that means that the entries will get closer and closer to the commitment target value over time. In the CommCode 33 example above, for instance, let's contrast individual counts for, say, inspections per month versus the cumulative total required by the ACS:

Shareholder	***Inspections Performed***	***Cumulative Total***	***Date***
Reg	1	1	11/01/2004
Reg	2	3	12/01/2004
Reg	1	4	01/01/2005

If you are pulling data from another database, you will want to create a crosstab query and use aggregate functions to provide you with the cumulative results.

Notes:

1. NPMs can only directly import commitments to themselves; that is, commitments where the NPM shareholder is set to HQ. **Only an authorized Regional user has the rights to create or import Regional data.** NPMs that want to generate import file data for all of their Regions using their national databases need to create an individual import file for each Region. When complete, email the Region its own file for subsequent import into the ACS.
2. For commitments with the NPM shareholder set to **HQ**, the Reg SH **must** be null. The data import file would show two tabs in succession.

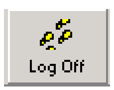
Data Import Rules

There are a few things to keep in mind when creating files for import:

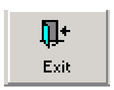
- The record identifiers must point to a real record.
- Data types must agree.
- Numerical ACS result entries must reflect cumulative FY totals as of the provided date.
- An explanation is required for any record with a Status of **Measure Not Met** or **Not On Target**.
- The import routine will reject improper records and notify the user of problems. Correctly formatted records will still be imported.
- Any imported record that already matches an existing ACS record in terms of **Status, Result, As Of Date**, and **Explanation** will not be acted upon. The existing ACS record will remain unmodified.
- Any imported record that correlates to an existing Shareholder's record for a given As Of Date and which has a changed Status, Result, or Explanation will update the ACS record with the new information. Automatic user ID and date of entry stamps will be updated to reflect the change.
- Any new imported records are simply appended to the ACS system.
- Existing records cannot be deleted using the batch file import routine. You can still do so manually.

LOG OFF/EXIT

To complete your BAS session, logoff from the session prior to closing out the BAS application as follows:

Click 

on the toolbar.

Click 

on the toolbar.

Data Glossary

Baseline

Represents accomplishment to date. Future accomplishments will exceed this level of performance.

Comments/Explanation

Any explanatory text about the measure.

Data Type

Numeric, text, percentage, date or Yes/No. Data type selected determines the exact nature of the values entered in target, baseline, and universe fields.

Data Source

Origin of information relevant to the specified measure (e.g. proposed measure is “concern for shellfish”, data source could be SIMS, Shellfish Information Management System).

Managing Office

NPM-specific sub-offices, allows NPM to assign performance management at a finer level of detail.

Measure Code

An alpha-numeric identifier unique to the measure within the NPM / Region creating the measure.

National Annual Target

Total nation-wide performance target for the current FY, including contributions from HQ and Regional shareholders.

Universe

Maximum possible performance value, regardless of FY. For example, the total number of beaches in the U.S. that are included in beach cleanup programs.

Non Commitment Indicator

Represents a measure for which performance tracking is of interest, but for which shareholders will not be held accountable for specific performance progress.

NPM

In BAS, every NPM is assigned an NPM Code (usually a letter), a short title (initialism) and a long title. NPM codes and titles are as follows:

NPM code	NPM Short Title	NPM Long Title
A	OAR	Office of Air and Radiation
B	OW	Office of Water
C	OPPTS	Office of Pesticides and Toxic Substances
D	OSWER	Office of Solid Waste and Emergency Response
E	OECA	Office of Enforcement and Compliance Assurance
F	ORD	Office of Research and Development
G	OARM	Office of Administration and Resource Management
H	OEI	Office of Environmental Information
I	EXEC STEER	Executive Steering Committee
J	OCFO	Office of the Chief Financial Officer
K	OP	Office of Policy
L	OIA	Office of International Activities
M	ADM/STAFF	Office of Administrator /Staff
N	OGC	Office of General Council
P	INSP GEN	Office of Inspector General

Outyear Target

Strategic performance target (e.g. 5 Year Target) based on Agency strategic planning.

Regional Annual Target

Total Regional performance target for the current FY, including contributions from Regional HQ and State/Tribal shareholders.

Units

Descriptive text used to identify a specific function or provide context to desired performance output/outcome (e.g. a funded tribal grant = ‘Rate’, or number of ‘beaches’ to be cleaned up).

Performance Commitment Tracking Module for Regional User

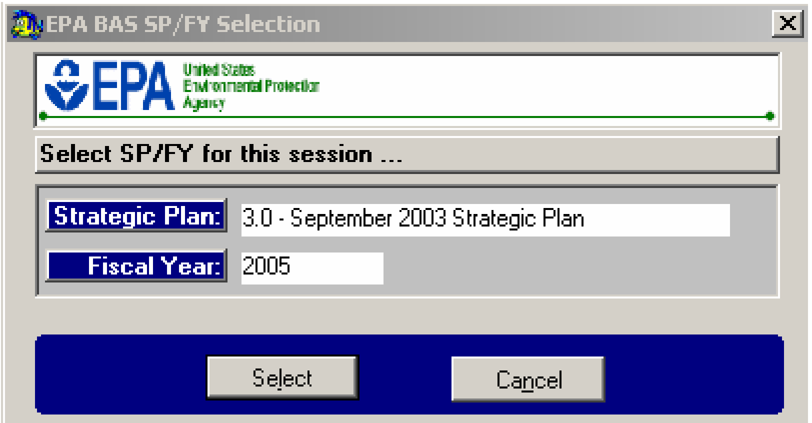
TO ACCESS THE COMMITMENT TRACKING MODULE:

Click the 

button on the toolbar

A screen will display prompting the user to choose a Fiscal Year for the session:

- Select a **Strategic Plan** using the drop down list.
- Select a **Fiscal year** using the drop down list.
- Click the **select** button to bring you to Commitment Tracking Initial Entry screen.

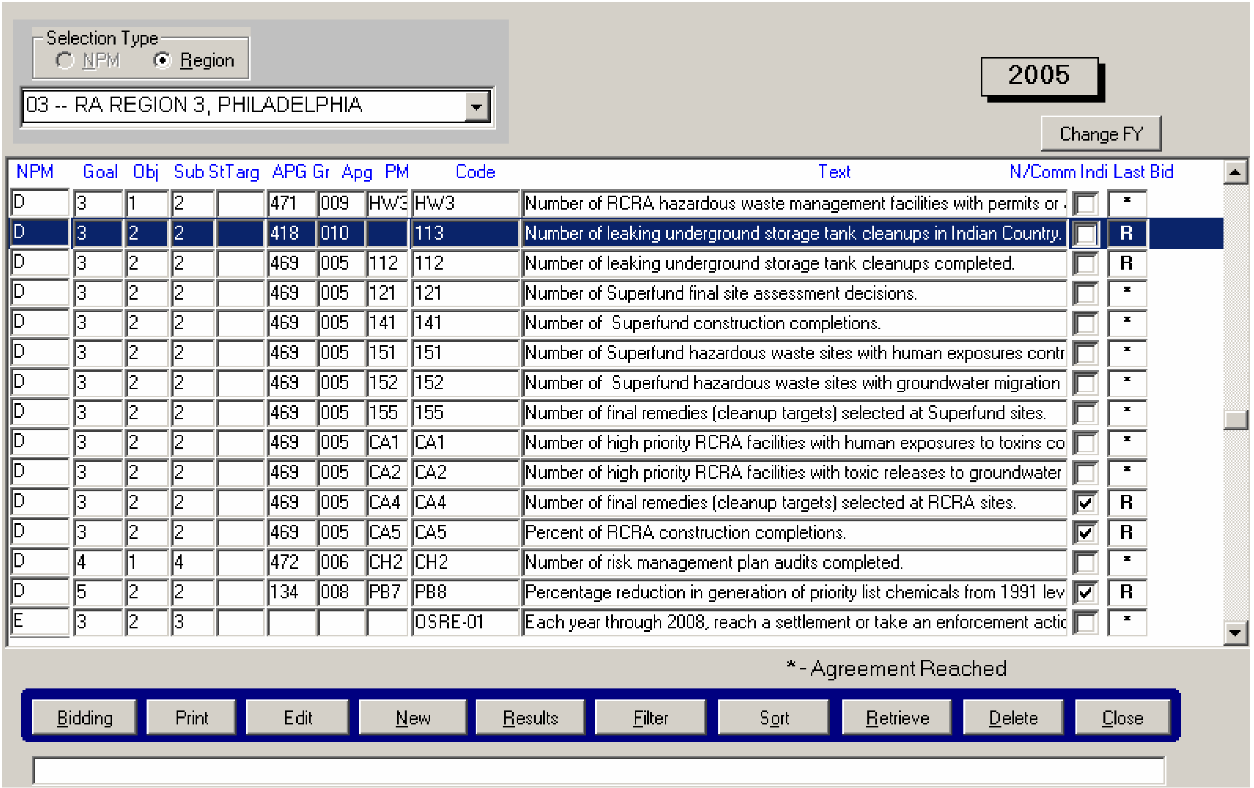


COMMITMENT TRACKING INITIAL ENTRY SCREEN: REGIONAL USER

The view defaults to either NPM or REGION, depending on the user type. The Initial Entry Screen is mostly a “view” only screen. The user may manipulate the “view” of the measure by filtering, sorting, retrieving, deleting data and changing fiscal year. Other functions such as editing and adding new records are functions of the **Data Entry/Edit** Screen.

- Select a **REGION** from the dropdown list.

Measure records for the specified inputs will populate the grid.



The selected Fiscal year is displayed in the upper right corner of the screen. To change Fiscal year click on the **Change FY** box located in the upper right hand corner of the screen.

- Select a **Strategic Plan** using the drop drown list.
- Select a **Fiscal Year** using the drop down list.
- Click **Select**.

RETRIEVING MEASURE DATA

Allows you to retrieve data after selecting a different Region.

- Choose the desired **Region** from the dropdown list.
- Select the **Retrieve** button.

SORTING MEASURE DATA

By default, data is sorted left to right in the measure grid. You can change the way data is sorted by using the **Sort** button on the bottom of the screen.

- Click **Sort** and a pop-up window named Specify Sort Columns will appear.
- Click on the columns of interest on the left side of the screen and **drag** the columns to the right side of the screen in the order that best suits your needs.

FILTERING MEASURE DATA

Use the **filter** button at the bottom of the screen to limit data displayed in the grid.

- Click **filter** and a pop-up window named filter will appear.
- Click on the **Columns** tab and double click the appropriate column.
- Click the **Operator's** tab and double click the appropriate operation (e.g."=").
- Click on the **Values** tab and double click the appropriate value.
- (Optional) You may want to click **Verify** to make sure your filter is valid.
- Click **OK** to apply the filter to your data set.

DELETING A MEASURE

- Click anywhere in the measures record row to be deleted. The entire row is highlighted.
- Click the **Delete** button at the bottom of the screen. A pop-up screen will ask you to confirm the deletion.
- Click **OK**.

Note: The Deletion function is available only for those records created by the Region (no NPM value in the row). Deleting a Regional measure will delete all related bidding information for all assigned State/Tribal shareholders.

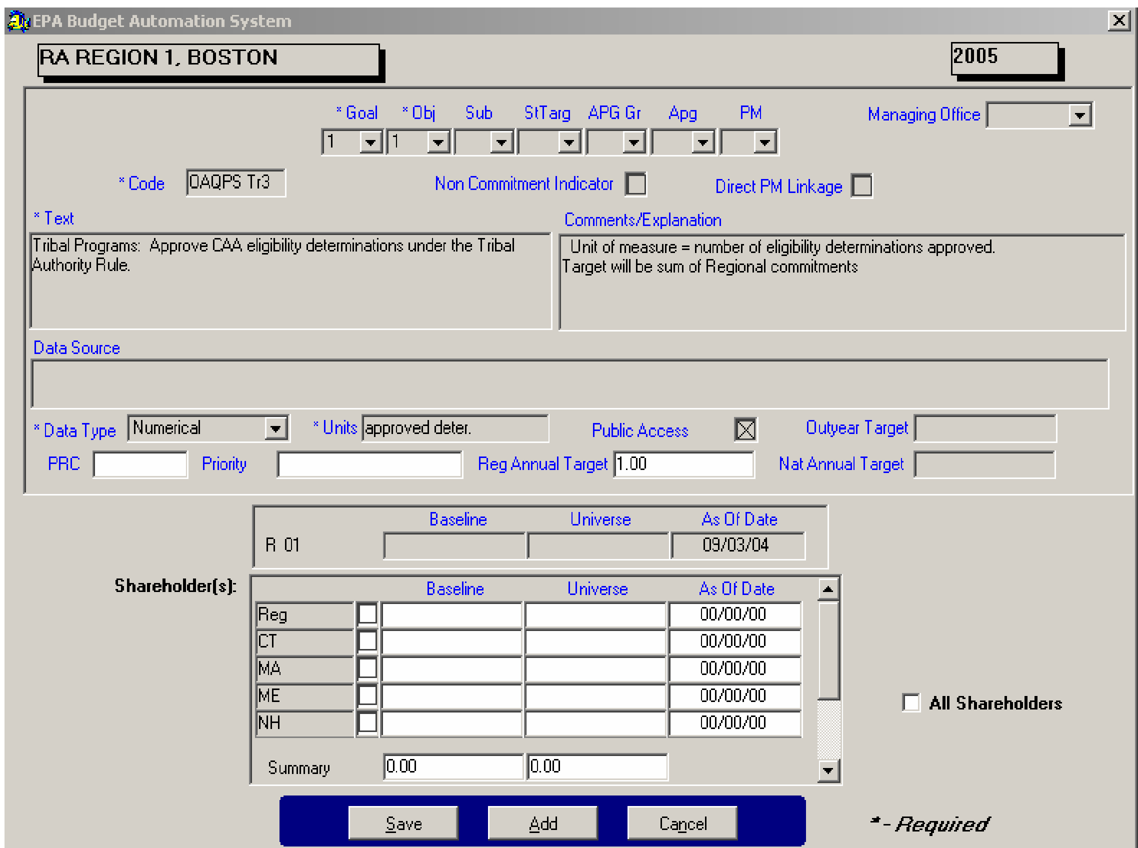
EDITING MEASURE RECORDS

- From the Initial Entry Screen, highlight the row (measure) you want to edit.
- Click the **Edit** button.

The **Data Entry/Edit Screen** is displayed.

NOTE: There are two check box columns at the far right of the screen.

The **N/Comm Indi** check box will be checked if the measure is a Non Commitment Measure. The **Last Bid Entered** box will have either the letter ‘**R’,** **‘N’**, or a **‘*’** .The letter’ **R**’ represents a **Region** was the last to bid. An **‘N’** represents an **NPM** was the last to bid. A’*****’ represents the bidding has been **Agreed** upon. This function happens automatically after the bidding process starts.



Data for the measure row you previously selected will be displayed.

- Click in the field you wish to **edit.**
- Use the drop down boxes to select your change or highlight the text and re-type your entry.

- o Click **Save**.

Note: The **Edit** button on the Initial Entry Screen will change to **View** if you select a REGION for which you have no edit rights. Also, if you have selected a measure record created by an **NPM**, most of the record will not be editable. The fields that are grayed out are un-editable. **PRC, Priority, Regional Annual Target,** and **State/Tribal Shareholder** data will be the only editable fields for NPM-created measures.

ADDING MEASURE RECORDS

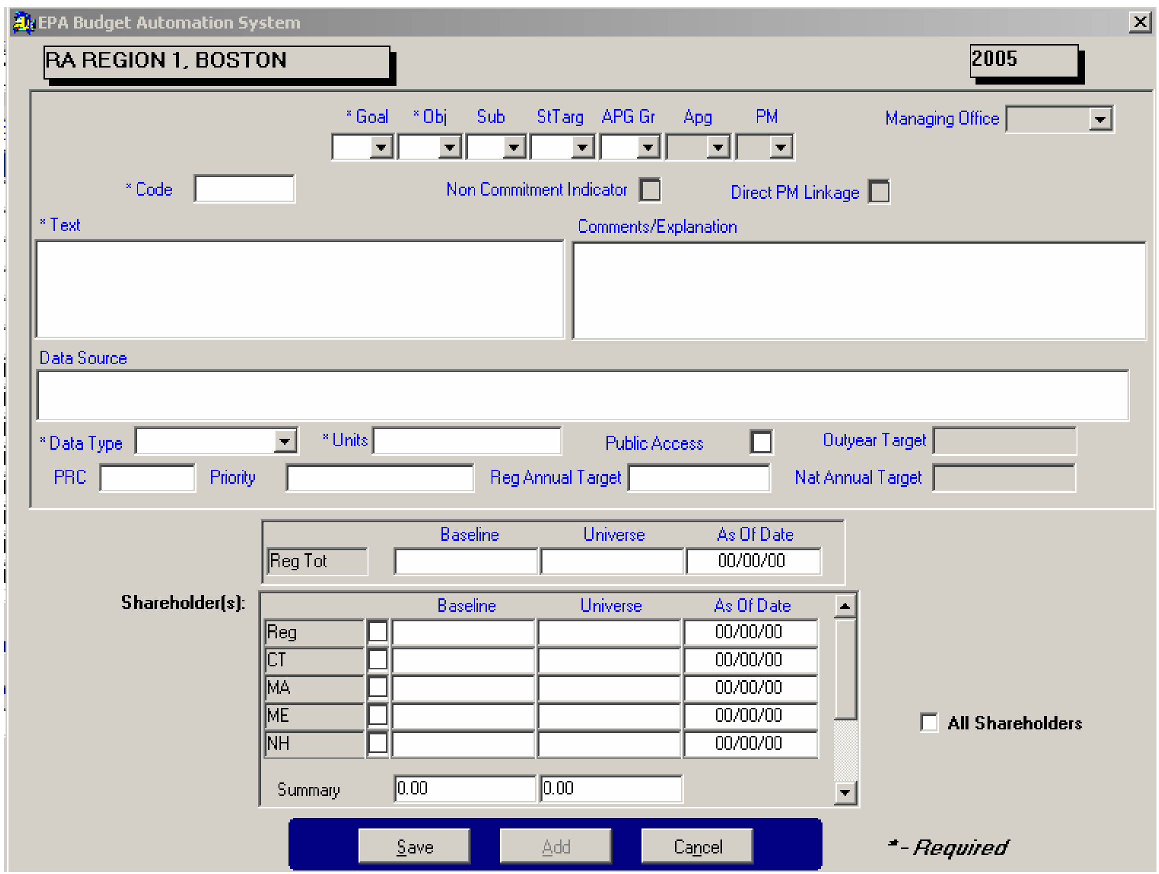
- o From the initial entry screen, click **NEW** to add a new measure.

The **Data Entry/Edit Screen** is displayed.

Regional users can create measures State/Tribal measure record can supplying the information (fields supplying additional finer level of detail.

Note: The for use only by therefore not

- o APG
- o PM
- o Managing
- o Non Indicator
- o Direct PM
- o Outyear



use this screen to and assign various shareholders. A be created by just required with asterisks), or information for a

following fields are NPM users and editable:

Office
Commitment

Linkage
Target

- o National Annual Target

o Select **Goal** and **Objective** from the drop down pick lists. (Subobjective, Strategic Target, and APG Group are not required fields. If an **APG group** is selected first, all dependent values will be updated automatically (e.g., Goal, Obj, Subobj.).

o Specify a Measure **Code.**

o Specify measure **Text.**

o Specify measure **Comments/Explanation**, if desired.

o Specify **Data Source**, if desired.

o Select **Data Type** from the drop down list.

o Specify **Units**.

o Specify **PRC**, if desired.

o Specify **Priority**, if desired.

o Specify a **Regional Annual Target**, if desired.

o Specify **Regional Total Baseline, Universe,** and **As of Date** values, if desired. Baseline and Universe values must also comply with the formatting requirements based on the *Data Type** selected.

o Assign one or more State/Tribal shareholders to the measure by checking the appropriate boxes in the **Shareholder(s)** grid. To create a 'Region Internal' measure; check only the 'Reg' shareholder. Check State/Tribal shareholders to create an external measure and establish the basis for a bidding process with the specified shareholder(s). If you want to assign a measure to all State/Tribal shareholders:

o Check the **All Shareholders** box to the right of the grid.

o If desired, uncheck individual shareholders by clicking in the appropriate checkbox.

o Specify shareholder **Baseline, Universe**, and **As of Date** values, if desired. Again, Baseline and Universe values must comply with the formatting requirements based on the *Data Type** selected. A **Summary** (sum total) for specified Baseline and Universe values will be displayed if the selected Data Type is 'Numeric'.

o Click **Save** to save the measure record. You can **Add** another measure record by clicking **Add** or click **Cancel** to exit the screen.

Field	Max Length	Type
Code	10	Alpha/Numeric
Text	2000	Alpha/Numeric
Comments/Explanation	2000	Alpha/Numeric
Data Source	1000	Alpha/Numeric
Units	15	Alpha/Numeric
PRC	9	Alpha/Numeric
Priority	25	Alpha/Numeric
Regional Annual Target	15	Alpha/Numeric*
Baseline	15	Alpha/Numeric*
Universe	15	Alpha/Numeric*

***** Data format driven by selected Data Type. The five available Data Types and their required data format are as follows:

Numerical = All digits, precision to hundredths (e.g. 15.00).
Text = Upper and lower case letters and combinations of letters/numbers (e.g. ABC and ABC123). Will not accept strictly digits.
Yes/No = The word “Yes” or the word “No”.

Date = DD/MM/YY format.

Percentage = number followed by a percent sign (e.g.50%, not 0.50).

BIDDING SCREEN: REGIONAL USER

To access the **Bidding** Screen you must select a specific record on the **Initial Entry Screen**.

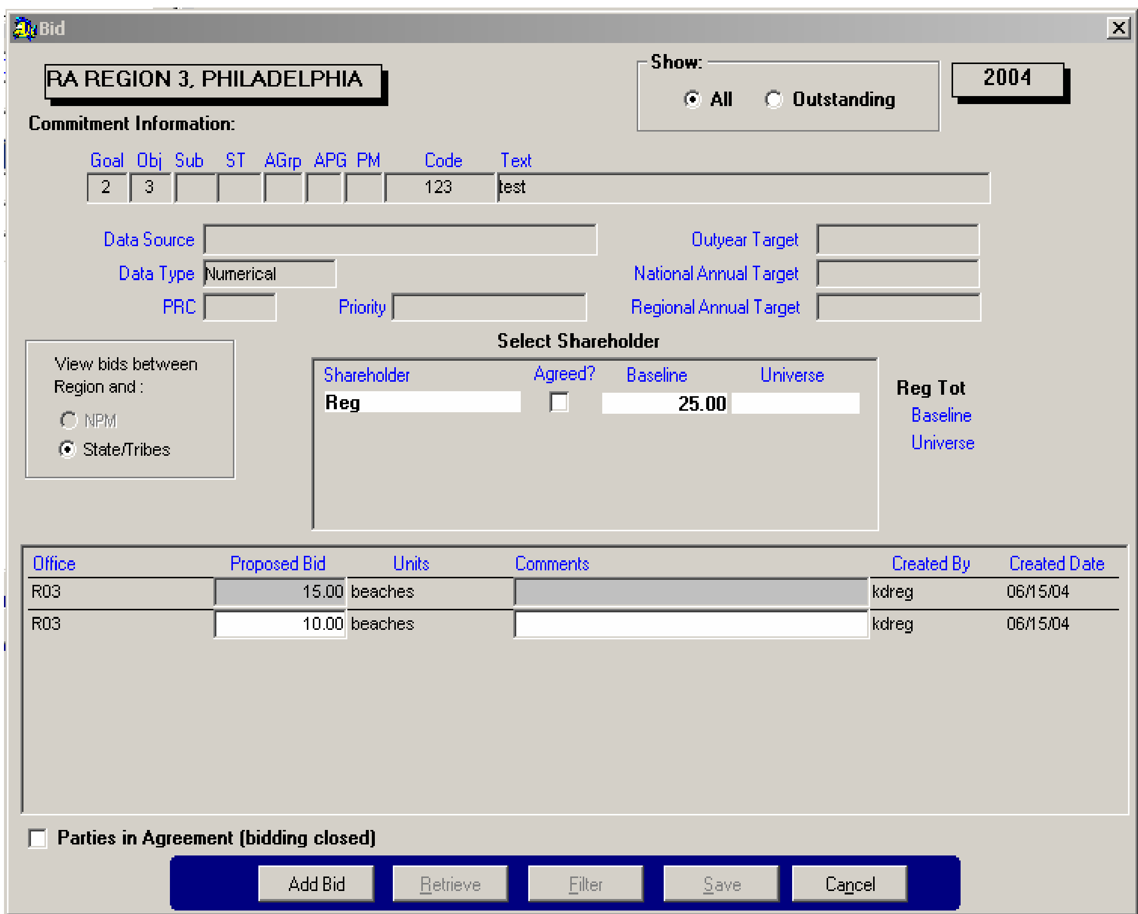
Click the  button.

The top half of the populated with information from the selected on the

Bid screen will be measure record that was Initial Entry Screen.

NOTE: The box **between Region** NPM or State/Tribes measure picked in Screen.

labeled '**View bids and**:' will default to depending on the the Initial Data Entry



The measure are read only. If you the measure

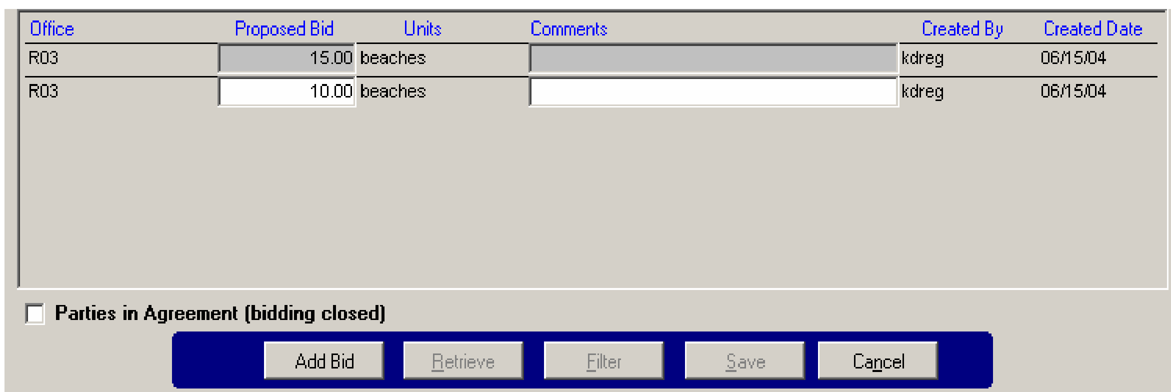
information fields wish to edit any of information you must return to the Initial Data Entry screen, select the measure, and click on the **edit** button.

"BIDDING" PROCESS FOR INTERNAL MEASURES

As indicated in the **Select Shareholder** box, the above measure was assigned to the 'Reg' shareholder only. It is considered an internal measure. NPM users will not be able to view this record.

Select the 'Reg' row to begin the internal "bidding" process. The bottom of the screen contains the bidding grid.

- o In the bidding grid type your **Proposed Bid.** The value entered must comply with the formatting requirements of the selected Data Type.
- o Add any **Comments,** if desired.
- o Click **Save**.



Because this is an internal measure, each "bid" constitutes a new row in the grid. You will not be able to edit existing bid records. You must create a new record for each "bid" entry in the grid by clicking **Add Bid.** This provides historical bid records for the measure.

Once the Region has decided upon the final "bid" entry:

- o Check **Parties in Agreement (bidding is closed)**.
- o Click **Save**.

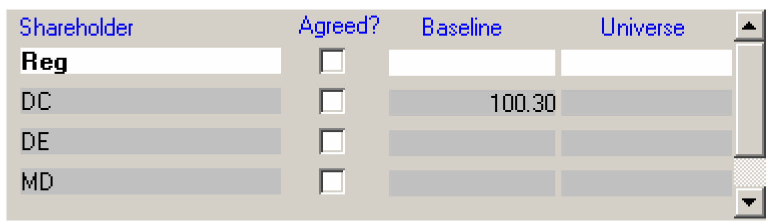
The **Agreed?** box in the Shareholder grid and the Agreed box in the Commitment Tracking Initial Entry Screen will be automatically checked.

Cancel or click the **X** to close screen.

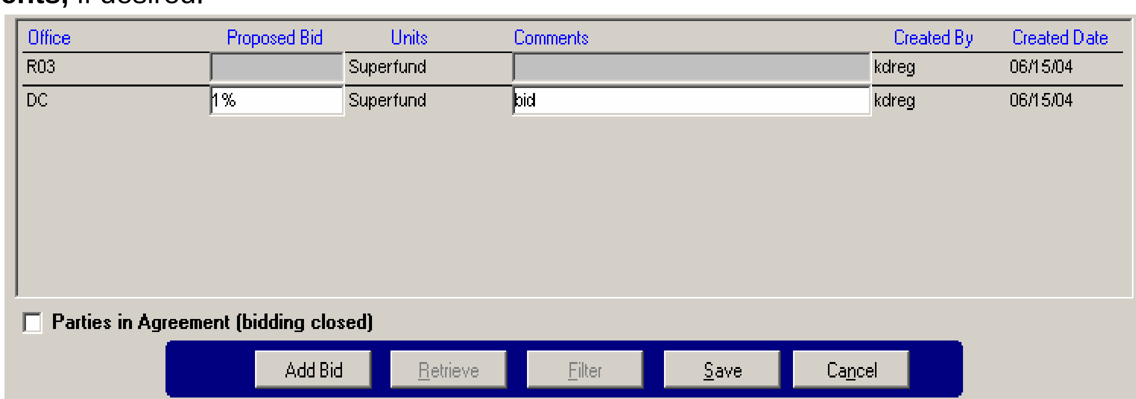
BIDDING PROCESS FOR EXTERNAL MEASURES: Region-State/Tribe

The bidding process works somewhat differently for an External measure. The bidding process is similar to the bidding process between Regions and NPMs. However, since States/Tribes do not have access to the Commitment Tracking system, the Regional user must enter bid values for both the Region and the State/Tribal shareholder. The Region must start the bidding.

Click on the **shareholder** (white shaded box) with whom you wish to begin the bidding process.

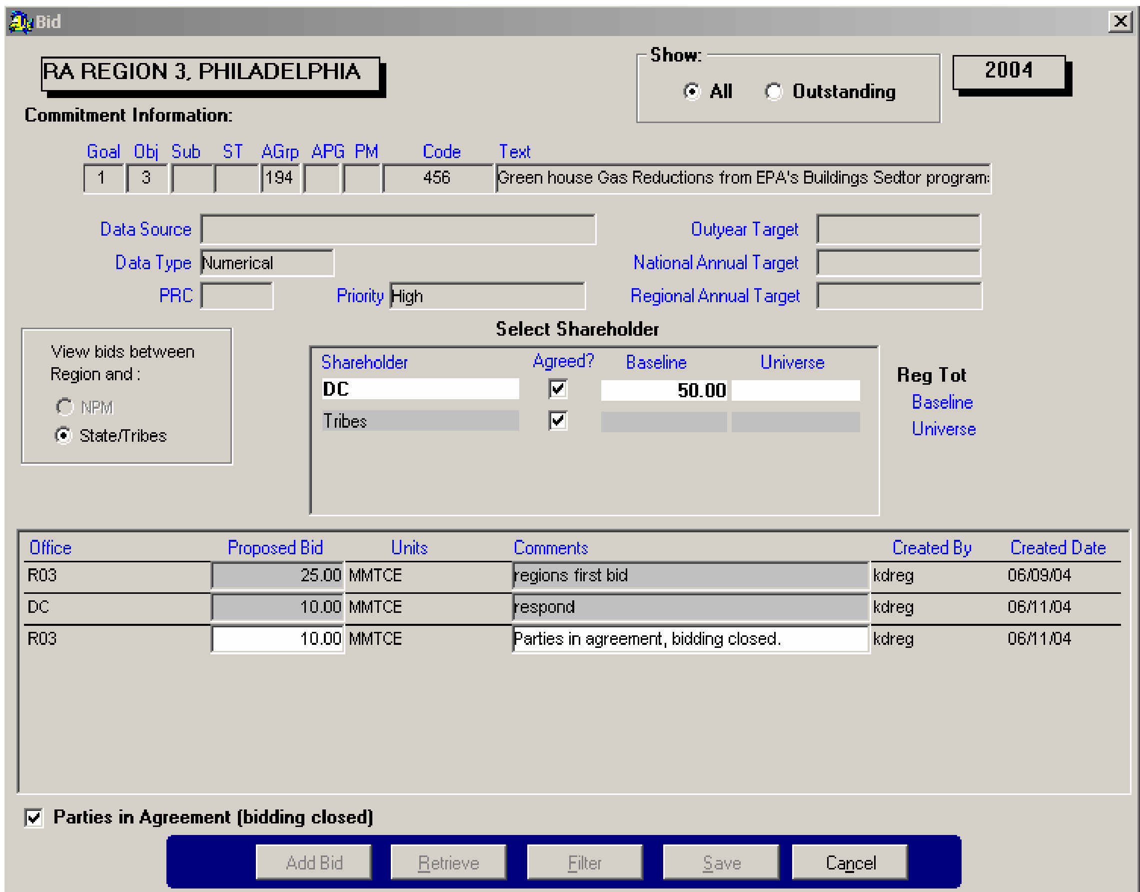


- In the bidding grid state your **Proposed Bid.** The value entered must comply with the formatting requirements of the selected Data Type.
- Add any **Comments,** if desired.
- Click **Save**.



Once you save your Regional bid record, you can continue to return to the record and edit it until you enter a State/Tribal response. Once you enter the State/Tribal response, your last bid record is locked.

The bidding has now begun. You will enter the State/Tribal counter bid stating their proposed target and comments. You can continue to edit or modify their counter proposal until you enter a Regional response.



You have a choice to accept a
State/Tribal proposal or respond
with a modified proposal. To
continue the bidding process:

- Click on the **Add Bid** button.
- Type the **Proposed Bid** and **Comments** (if desired).
- Click **Save**.

The bidding continues in an
alternating fashion i.e. Region-
State/Tribe-Region until agreement is
reached.

To accept the State/Tribe's
proposed bid:

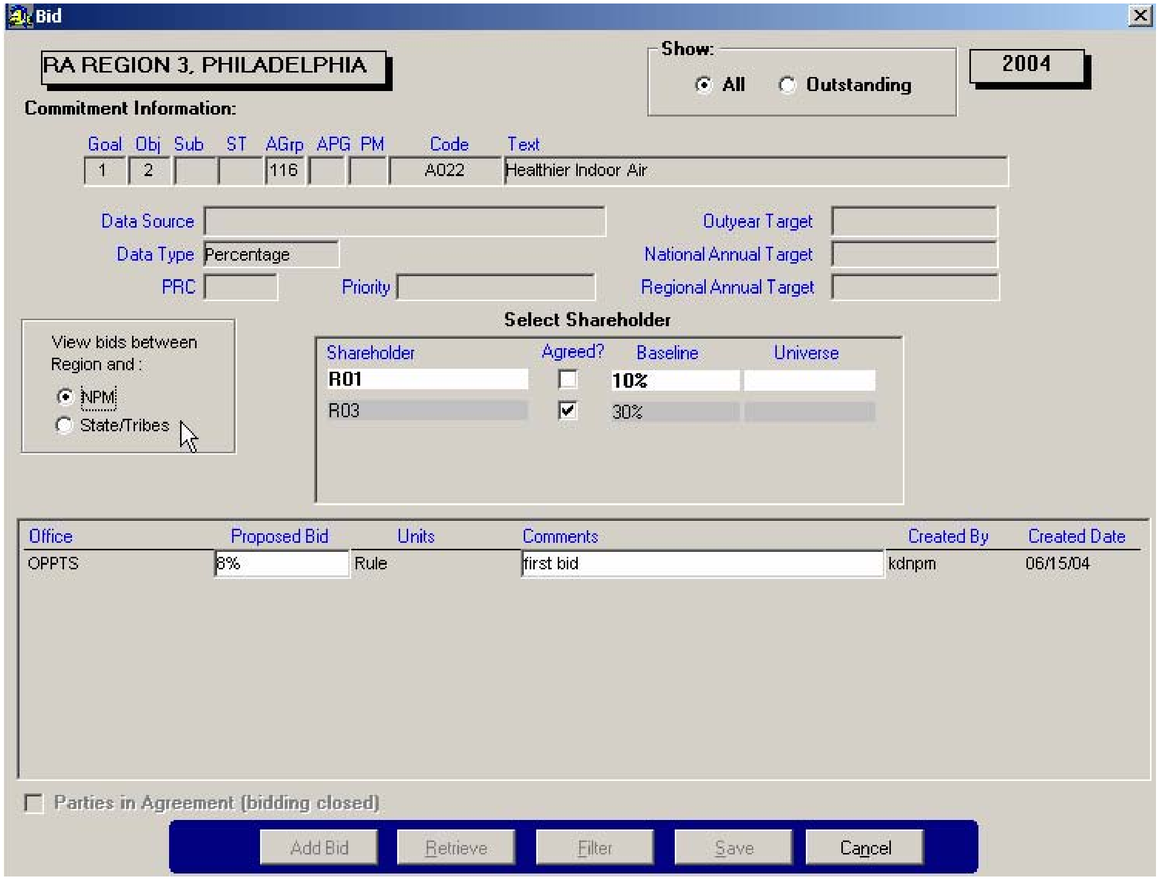
- Click on **Parties in Agreement** check box.

The grid will automatically insert a record for your Region containing the bid value last entered by the State/Tribe and a comment that reads “Parties in agreement, bidding closed”. Once the Region determines that the bidding is closed, the Region can no longer counter-bid (unless the Agreement box is unchecked). The agreement is indicated in the Shareholder box with a check in the **Agreed?** box.

BIDDING PROCESS FOR EXTERNAL MEASURES: Region to NPM

On the bidding screen, select the ‘NPM’ option in the ‘**View bids between Region and**:’ box. The NPM must start the bidding. The screen will default to selecting your Region in the **Select Shareholder** grid so you can view and respond to the NPM’s bid. If desired, select a different Regional shareholder.

NOTE: If the NPM has not entered a proposed bid for the selected shareholder, the screen will display ‘Commitment distributor (<NPM>) must start the bidding’ in red text to the left of the Select Shareholder box.



- In the bidding grid type your **Proposed Bid.** The value entered must comply with the formatting requirements of the selected Data Type.
- Add **Comments**, if desired.
- Click **Save**.

Once your bid record has been saved, you can continue to return to the record and edit it until the NPM has entered a response. Once the NPM has responded, your last bid record is locked.

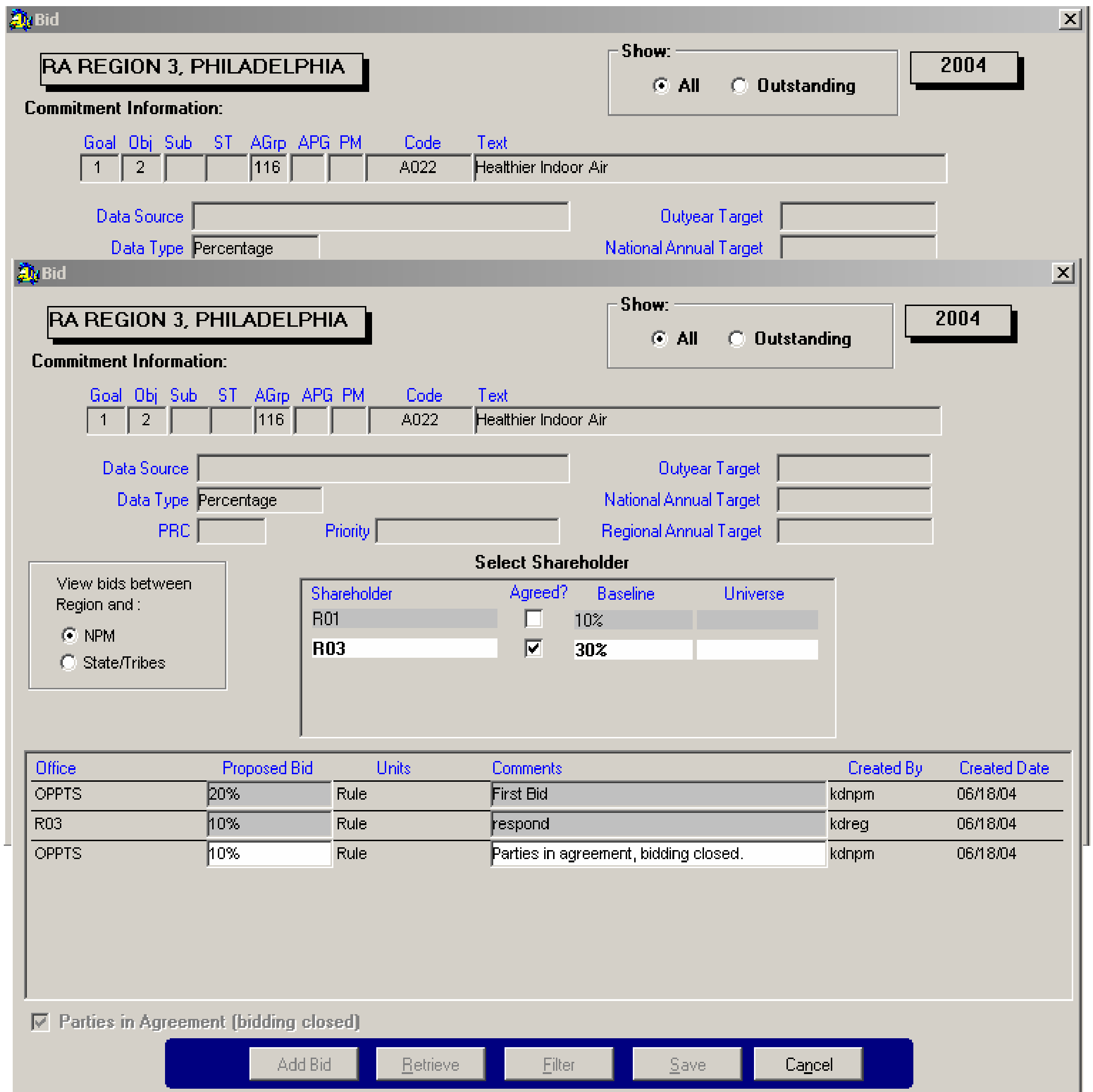
The bidding has now begun. The NPM will respond with a counter bid stating their proposed target and comments. The NPM can continue to edit or modify their counter proposal until the Region responds.

The NPM has a
Region's proposal
modified proposal.
bidding process:

choice to accept a
or respond with a
To continue the

- o Click on the
- o Type the
and **Comments**
- o Click **Save.**

Add Bid button.
Proposed Bid
(if desired).



The bidding
alternating fashion
NPM until
reached.

continues in an
i.e. NPM-Region-
agreement is

Once the NPM
are in agreement
they will insert a
the bid value last
region and a

determines they
with the Region,
record containing
entered by the
comment that reads

"Parties in agreement, bidding closed". Once this occurs, the Region can no longer counter bid. The agreement is indicated in the Shareholder box with a check in the **Agreed?** box.

COMMITMENTS RESULTS

Regional users can use the commitments results feature to accomplish two things:

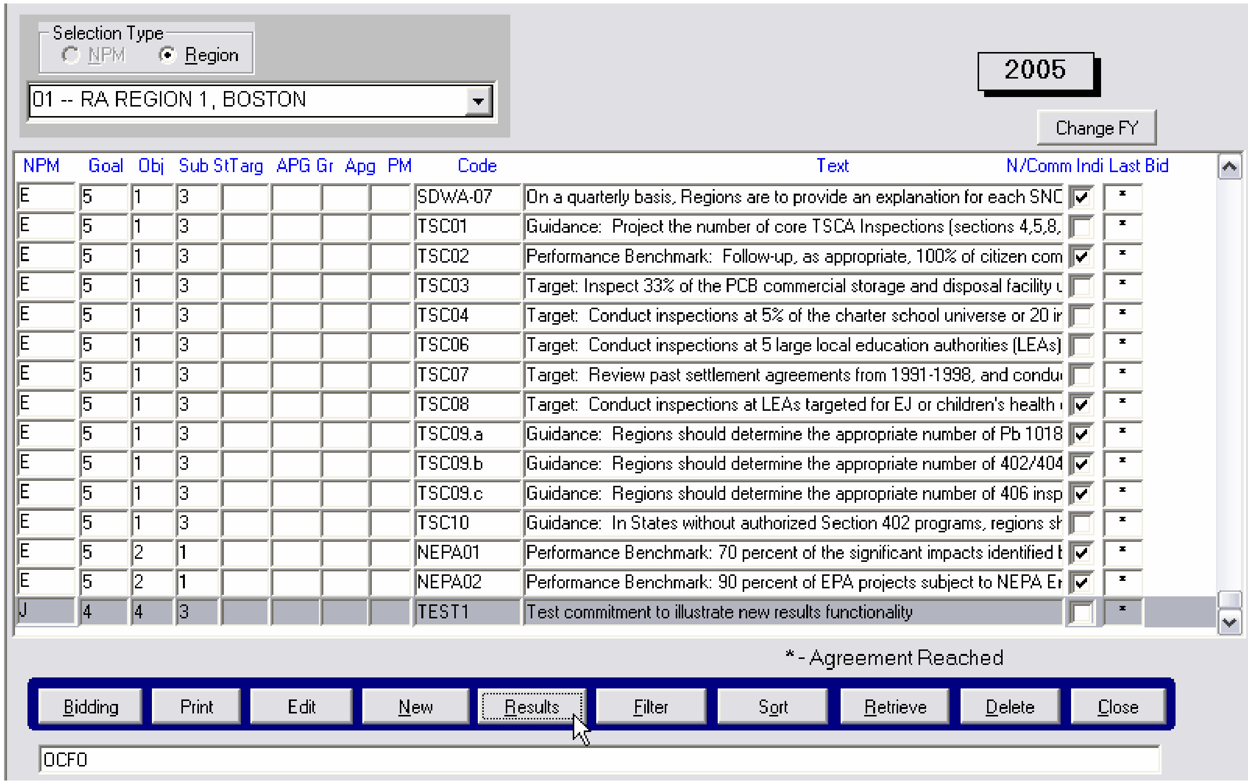
- Create, edit, or view results for their 'Reg' shareholder (i.e. results the Region itself accomplishes)
- Create, edit, or view results entered for any State/Tribe shareholders assigned by the Region

The results feature consists of two basic screens:

- Results Summary Screen – displays summary information for each State/Tribe shareholder, including the 'Reg' shareholder.
- Results Reporting Screen – displays 'checkbook' results entries made over the course of the FY. Regional users enter results for the 'Reg' and State/Tribe shareholders using this screen.

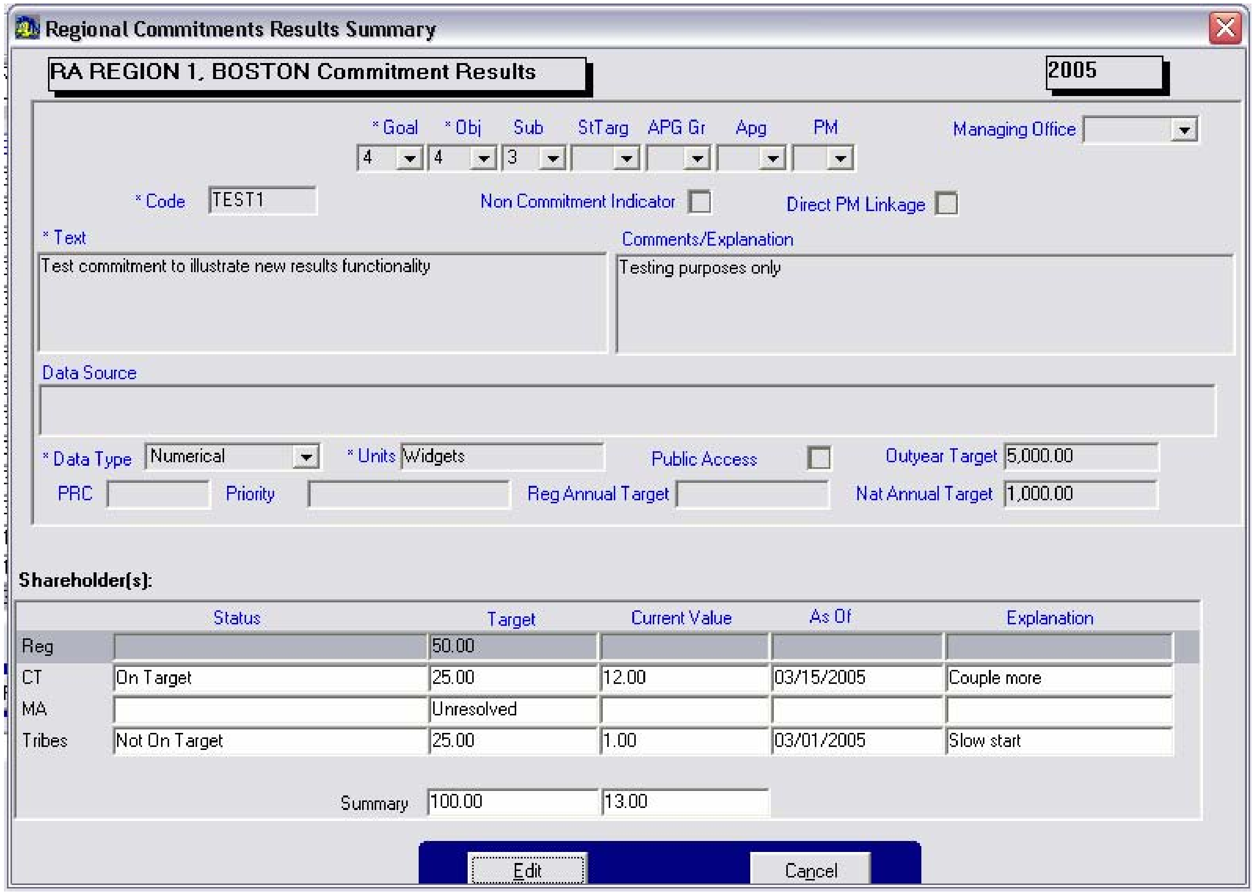
VIEWING RESULTS USING THE COMMITMENTS RESULTS SUMMARY SCREEN:

- On the commitments Initial Entry Screen, highlight the row (measure) of interest.
- Click the **Results** button.



Data for the measure row you previously selected will be displayed.

A summary of results data for the measure row previously selected is displayed on the results summary screen:

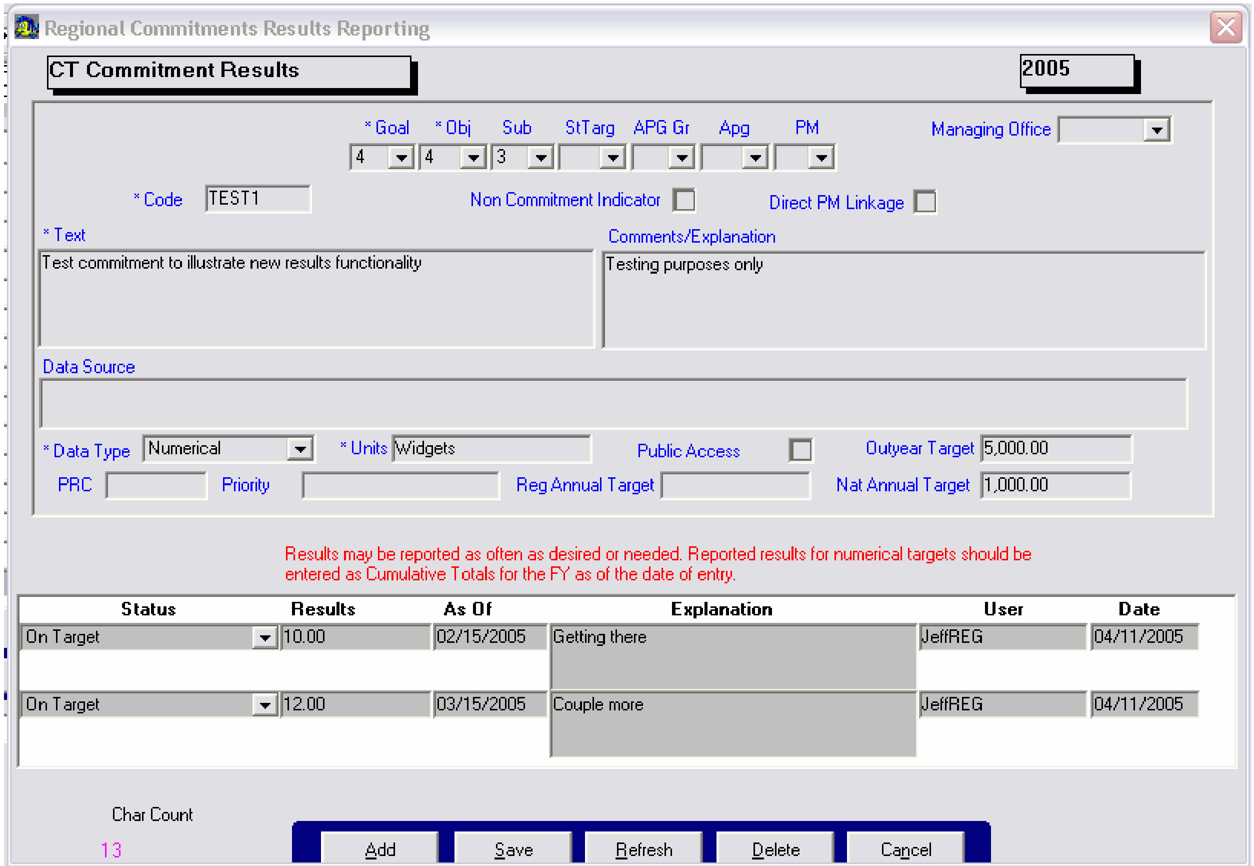


The bottom of the Commitment Results Summary Screen contains a grid summarizing all results reported by the shareholders assigned to the measure. Note the following:

- Shareholder 'Reg' has a target value but no results have been entered. The target value is the agreed-upon 'bid' accepted by the Region itself. To enter results for this shareholder, see the **Commitment Results Reporting Screen** section.
- The State 'MA' shareholder target is "Unresolved". This means that the Region and State have not completed the bidding process to reach agreement on a final performance target. **NOTE**: You may still enter results against an unresolved target.

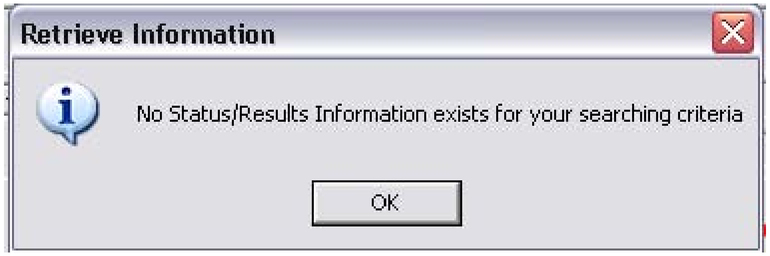
- o The State/Tribe shareholders ‘CT’ and ‘Tribes’ have results. These were communicated by the State/Tribe to EPA and entered by EPA staff in a manner analogous to the Region-State/Tribe ‘bidding’ process. If multiple results records exist for a given a shareholder, only the result with the most recent ‘As Of’ date will be displayed in the summary screen.

To view the ‘checkbook’ results entries for a particular shareholder, click in the row of interest and click **Edit**. The Commitments Results Reporting Screen will open:

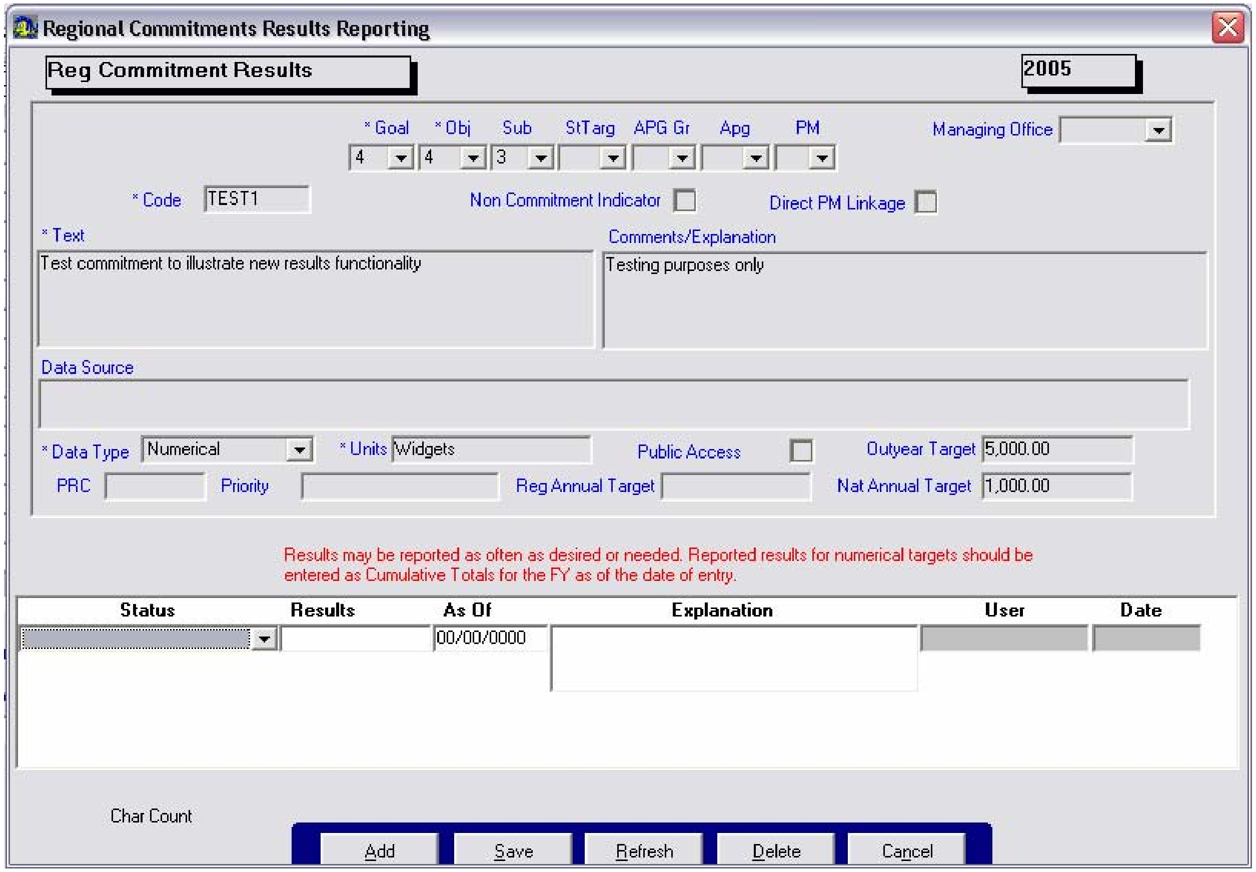


REPORTING RESULTS USING THE COMMITMENTS RESULTS REPORTING SCREEN:

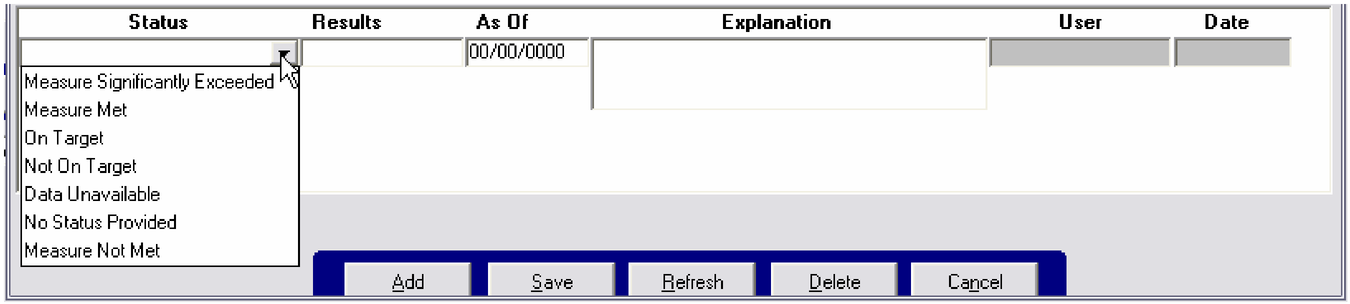
- On the Commitment Results Summary Screen, select the shareholder row of interest and click the **Edit** button.
- If no results were previously entered for the measure, the following message will appear:



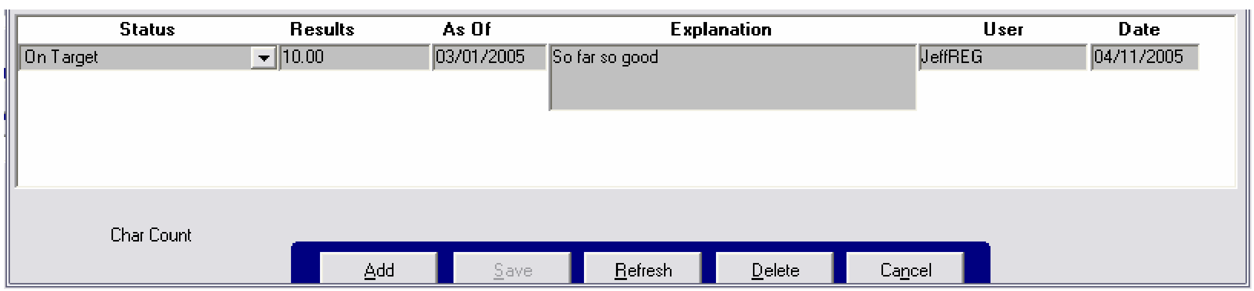
- Click **OK**, and then **Add** to enter the first result record for the measure.
- The results reporting screen is now ready to accept data:



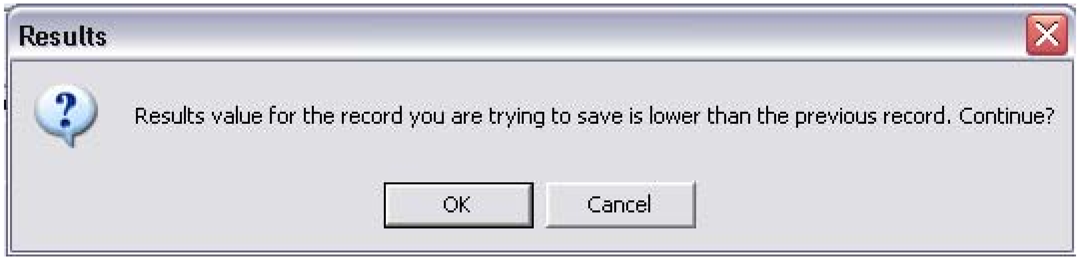
- Select a **Status** from the drop-down list. This is a required field.



- o Enter the appropriate **Result**, ensuring it complies with the **Data Type** for the measure (e.g. numeric, date, percent, etc.). This is a required field.
- o Enter the appropriate **As Of** date (MM/DD/YYYY format). This should be the date for which the result is valid, not necessarily the date the result is entered. The **As Of** date must also be less than or equal to the date the result is entered. This is a required field.
- o Enter an **Explanation**, if desired, up to 2,000 characters. Note the "Char Count" at the bottom left of the screen, indicating how many characters have been typed into the Explanation field.
- o **NOTE:** An explanation is required for status values of "**Measure not Met**" and "**Not on Target**".
- o Click **Save**. Note that your username and today's date are captured in the far right columns of the results grid.



- o Click **Cancel** to exit the Results Reporting Screen and return to the Results Summary Screen
- o Add additional results records at any point in time by entering the Results Reporting Screen and clicking **Add**.
- o **NOTE:** For numeric data types, entering a result that is lower than the previous value will result in the following system reminder prompt:



- Click **Cancel** to discontinue the result entry, or click **OK** to continue.

Notes about how NPMs view Regional results data:

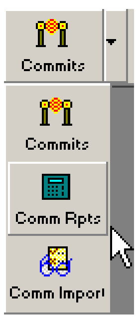
- Headquarters personnel (NPMs) view Regional shareholder data at a summary level, that is, one row per Region on their results summary screen.
- The Regional 'Status' and 'Explanation' data, when viewed by HQ personnel, will be the data provided in your **'Reg'** shareholder row only.
- The Regional 'As Of' date, when viewed by HQ personnel, will be the latest 'As Of' date provided in your **'Reg'** shareholder row only.
- The Regional 'Target' and 'Current Value' data, when viewed by HQ personnel, will be the sum of all shareholder values reported **on or before** the 'As Of' date entered in the **'Reg'** shareholder row. This is true for numeric data types only. For non-numeric data types, no summary values can be calculated, so HQ personnel will see only the values recorded in the **'Reg'** shareholder row.

DELETING A COMMITMENT RESULT RECORD

NOTE: Results records may not be edited, only created and deleted. Deletions are permanent, no record of the result is retained in the database.

- On the Results Reporting Screen, click the **Explanation** field in the row to be deleted.
- Click the **Delete** button at the bottom of the screen. A pop-up screen will ask you to confirm the deletion
- Click **OK**.

TO ACCESS THE COMMITMENT REPORTS MODULE

Click 

from the main toolbar. (Reveal the "Comm Rpts" button by clicking the small arrow to the right of the "Commits" button.)

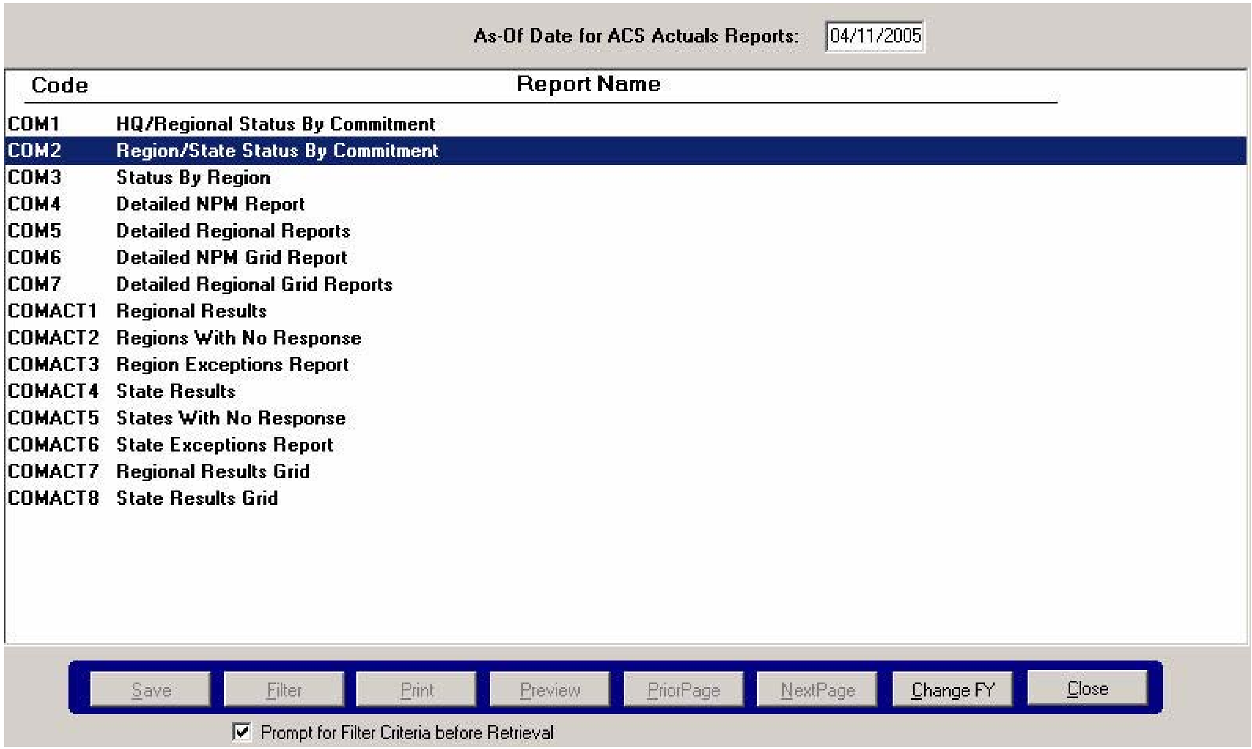
A screen will display prompting the user to choose a Fiscal Year for the session:

- Select a **Strategic Plan** using the drop down list.
- Select a **Fiscal year** using the drop down list.
- Click the **Select** to open the Commitment Reports screen.

COMMITMENT REPORT SCREEN:

SELECTING REPORTS

The report selection screen allows the user to select pre-formatted reports to access Commitment data. Each report is listed with an identifying **Code** and a descriptive **Report Name**.



RUNNING COMMITMENT REPORTS:

Double click on any report listed on the screen to launch that report.

NOTE: You have the option to change the “As Of Date for Acs Actuals Reports” before retrieving report data. If you running any commitments actuals (results) reports* and wish to report results with an ‘As Of’ date prior to today’s date:

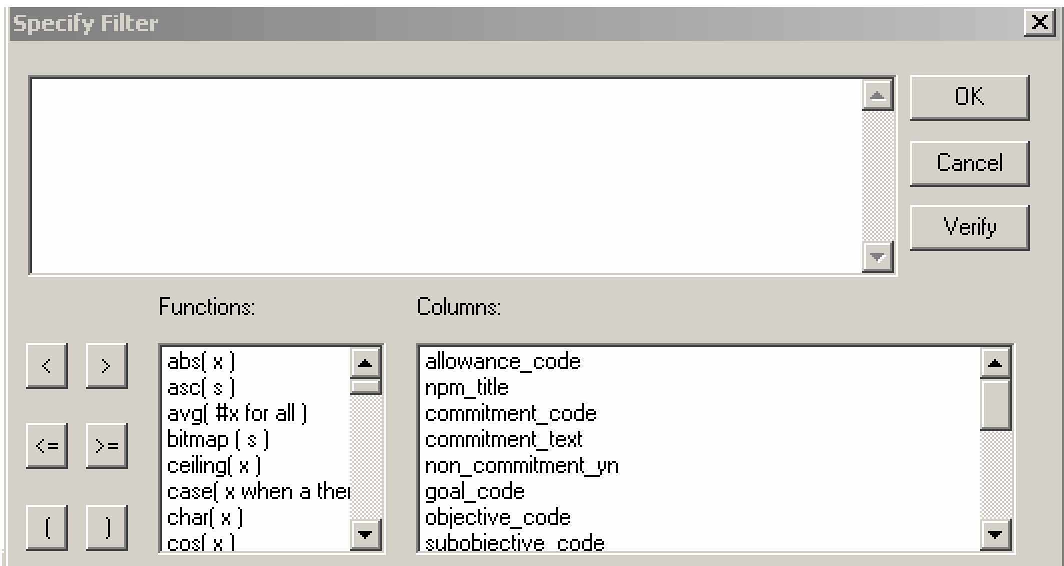
o Click in the “As-Of Date for Acs Actuals Reports” field at the top of the report screen:

- o Type in new date (prior to today's date), MM/DD/YYYY format.
- o Double-click the report.

*Acs Actuals reports are labeled with **COMACT** in the report code.

You also have the option to filter any report before retrieving report data. The **Prompt for Filter Criteria before Retrieval** check box is checked by default. If you wish to run an unfiltered report, simply uncheck this box prior to double-clicking the report of interest.

Leaving the box checked and running a report results in the appearance of a pop-up filter screen.



If you unintentionally run a report with the filter criteria prompt activated, but do not actually want a filtered report, simply click **Cancel** on the filter screen to run an unfiltered report.

FILTER

The Commitment Reports filter screen is somewhat different than the one used by the Commitment Tracking Data Entry Initial Screen. There are no tabs for selecting different expression components and columns. To reduce the risk of syntax errors in your filter expression, double click on the components (operators, such as '>', and columns) in the lists wherever possible. Not all reports have identical columns listed in the columns box.

NOTE: If you are logged on as a Regional user and would like to report on the **States/Territories** of that Region or **Tribes** (for which you have rights to), you must select the' Shareholder_code' column. See below under ***Filter tips*** for instructions to filter on shareholder.

Filter tips:

(Regional Results grid reports/State Results grid reports)

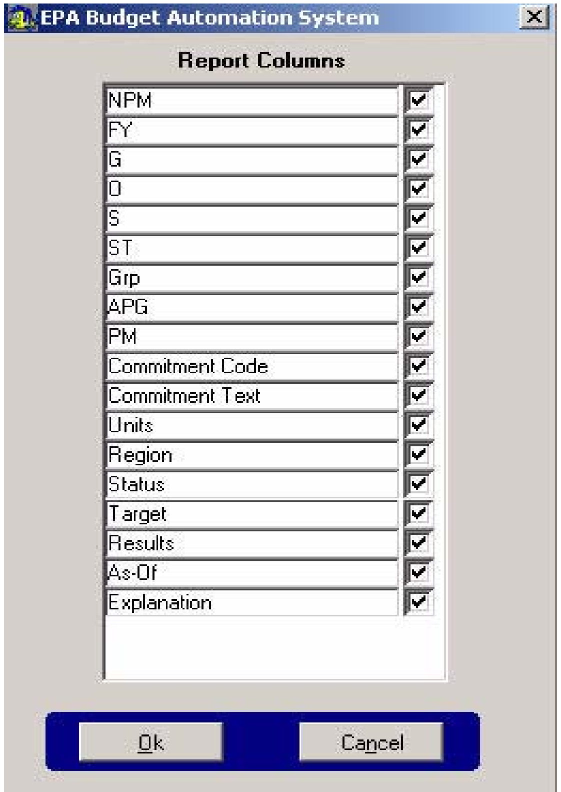
When selecting the Regional Results grid reports and the State Results grid reports a **Report Column** filter screen will be automatically displayed. This additional filter allows the user to **only** select the columns he or she wishes to display (by default, every column will be displayed).

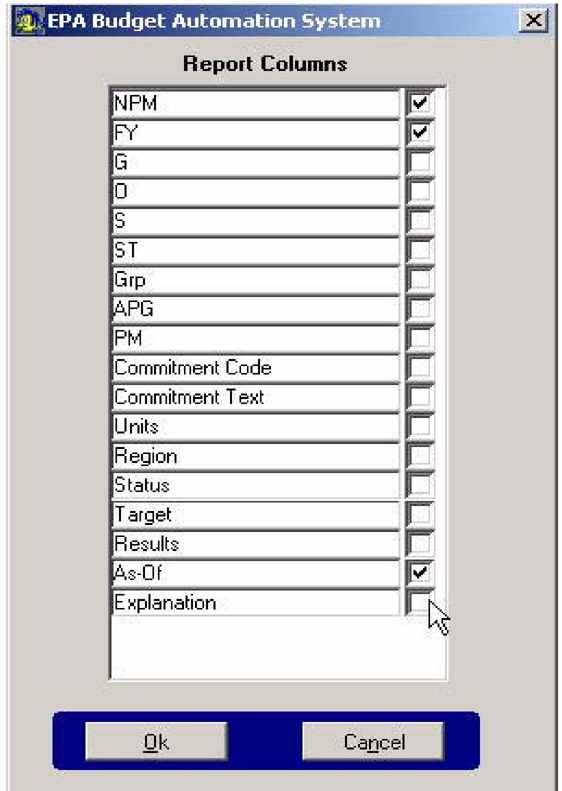
- Click **OK** to display to display all Report Columns.
- Click **Cancel** to return to the Report Name screen.

Or

- Place curser in check box and **left click** mouse button to remove check mark(s).
- Click **OK**

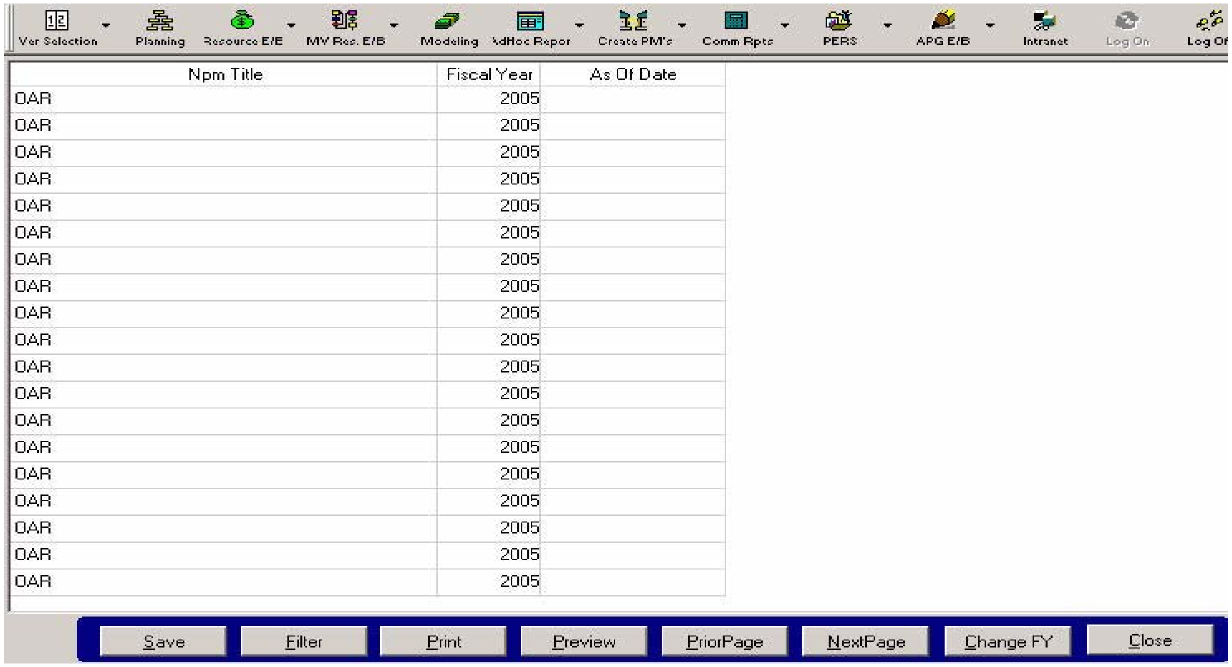
Example: To display only the **NPM, FY**, and **As-of date** simply:





- Place curser in check box and **left click** mouse button to remove check mark(s).
- Click **OK**

Only the Report Columns that were checked will be displayed:



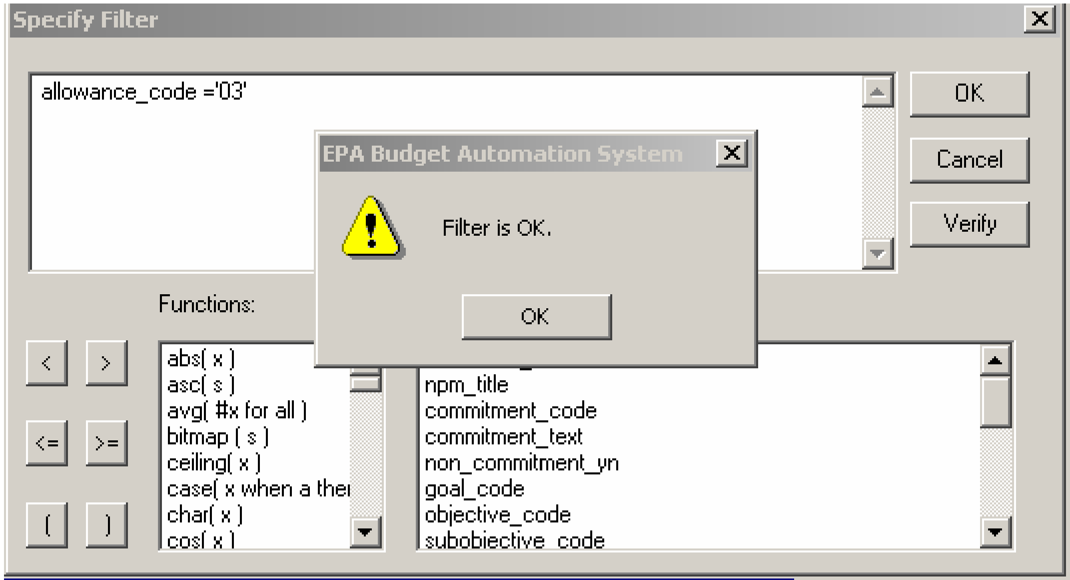
Npm Title	Fiscal Year	As Of Date
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	
OAR	2005	

You can continue to filter to a finer level of detail (the selected columns on the report) by clicking on the Filter button and following the instructions for Filtering.

Filter tips:

(*allowance code*)

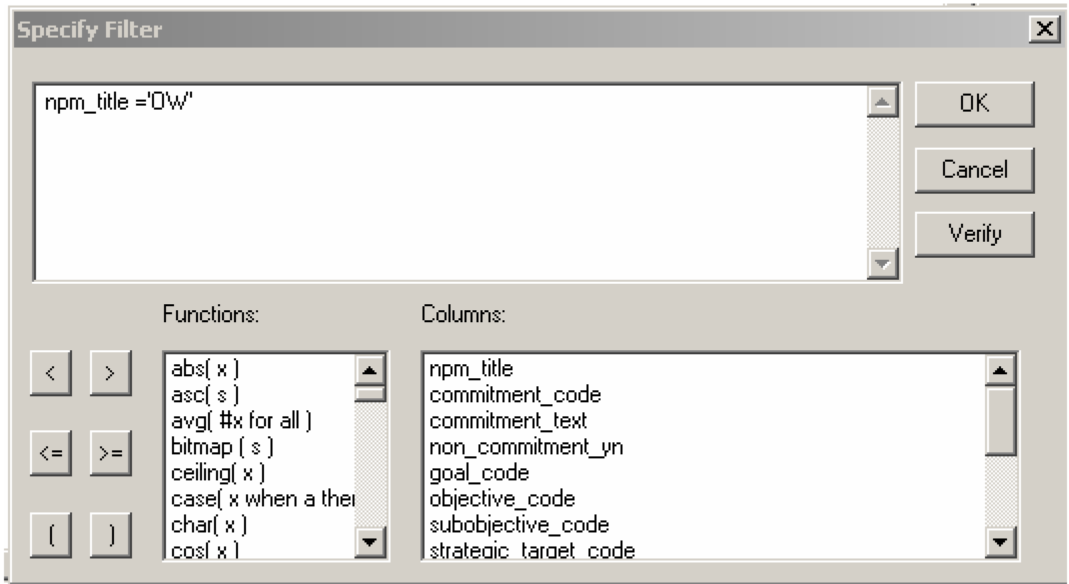
To filter a report by Region, use the “allowance code” column and filter using values ‘01’ through ‘10’. (BAS identifies specific Regions using “Allowance Holder” values).



Example: To report data for a specific Region, double click the "allowance_ code" column. Manually type the '=' sign and the Region you wish to filter on. **IMPORTANT:** You must type single quote marks around values or the filter will not recognize the value. Exceptions are purely numeric fields, such as goal, objective, and subobjective. In this case, type '03' to retrieve data for Region 3 only.

- Click **Verify** to ensure that the filter syntax is valid (optional).
- Click **OK**.

(*NPM)*

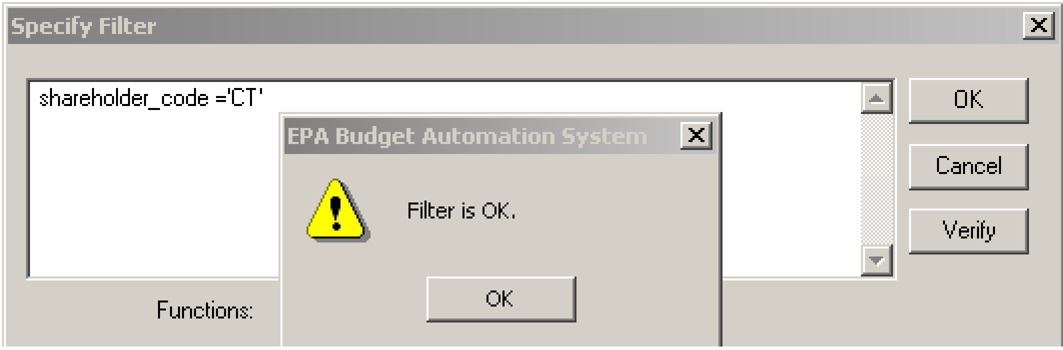


To report data for a specific NPM, double click the “npm_title” column. Manually type the ‘=’ sign and the NPM title you wish to filter on (Please refer to the Data Glossary for a list of NPM titles). **IMPORTANT:** You must type single quote marks around values or the filter will not recognize the value. Exceptions are purely numeric fields, such as goal, objective, and subobjective.

- Click **Verify** to ensure that the filter syntax is valid (optional).
- Click **OK**.

(shareholder)

To filter a report by Shareholder, use the” Shareholder_code” column and filter using the two Letter abbreviation for each state (i.e.for the state Connecticut use ‘CT’). To filter on tribes, manually type the word ‘tribe’ after the equals sign.

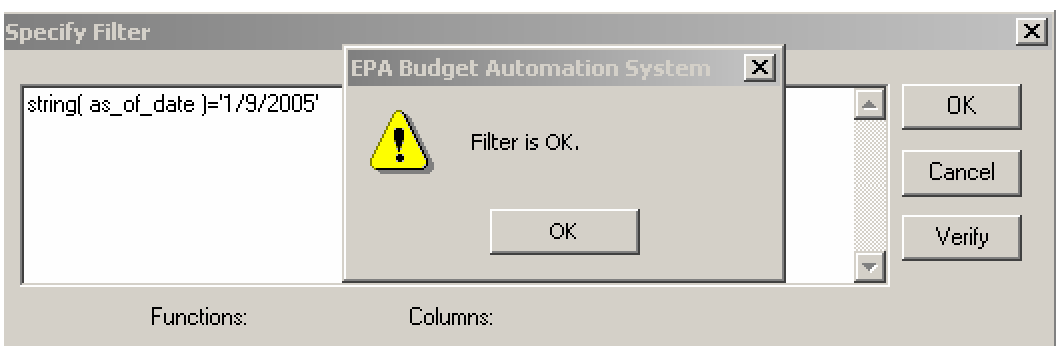


To report data for a specific Shareholder,double click the 'Shareholder_column". Manually type the = sign and the abbreviated state or tribe you wish to filter on. **IMPORTANT:** You must type single quote marks around values or the filter will not recognize the value. Exceptions are purely numeric fields, such as goal, objective, and subobjective.

- Click **Verify** to ensure that the filter syntax is valid (optional).
- Click **OK**.

(*as of date*)

To filter based on"as_of_date" you must convert the date data type to a *string*; this is due to the way dates are stored in the database.



Example: To report data for a specific as of date, manually type the word ' string', add a parenthesis, double click the "as_of_date, or type in manually, add another parenthesis, type '=' sign, add a single quote, type the date using m/d/yyyy format, and another single quote.

- Click **Verify** to ensure that the filter syntax is valid (optional).
- Click **OK**.

To delete filter criteria, highlight the current filter text and press the delete button (on your keyboard), then press **OK.**

NOTE: To change a filter, the Regional user must first delete the current filter, and then build the new filter. Otherwise, system will assume you want to filter an already filtered dataset.

FILTER COLUMNS AND EXAMPLES:

Filter Columns	***Filter Examples***
Allowance code	allowance_code ='08'
Npm title	npm_title ='OW'
Commitment code	commitment_code ='NS1'
Commitment status	commitment_status ='On Target'
Commitment text	commitment_text ='Test commitment to illustrate new results functionality'
Non commitment	non_commitment_yn='Yes'
Goal code	goal_code =05
Objective code	objective_code =02
Subobjective code	subobjective_code =02

Units	units='widgets'
Shareholder code	shareholder_code ='ME'
Proposed bid	proposed_bid ='10'
Results	results ='Unresolved'
Strategic target code	strategic_target_code =01
Group code	group_code ='03'
Apg code	apg_code ='100'
Performance measure	pmeasure_code ='A32'
As of date	string(as_of_date)='2/15/2005'
Explanation	explanation ='test'
Non commitment	non_commitment_yn ='Yes'
Comments	comments='Low Risk'
Managing Office	office_title ='OGWDW'
Data type	datatype ='Percentage'
Outyear Target	five_year_goal ='100'
National annual target	National_annual_target='100'
Public access	public_access_yn ='Yes'
Universe	universe ='100'
Bidding office	bidding_office ='Reg'
Created date	created_date='2/15/2005'
Npm agreed	npm_agreed ='Yes'
Agreed	agreed_yn ='Yes'
Performance measure link	pm_linkage_yn ='No'

FILTER EXAMPLES:

Select all records for as of date

String(as_of_date)='4/1/2005'

Select all records for Region 01

allowance_code = '01'

Select all records for NPMs OAR and OSWER

npm_title in ('OAR','OSWER')

FILTER MISTAKES:

1) Missing single quotes around values

Bad example: allowance_code = 01

Good example: : allowance_code = '01'

2) Missing connector of "and" or "or"

Bad example: goal _code = 01 obj_code = 01

Good example: goal_code = 01 and obj_code = 01

3) Lower case letters where letters should be capitalized

Bad example: npm_title ='oar'

Good example: npm_title ='OAR'

4) Incomplete entering of code numbers

Bad example: allowance_code = '1'

Good example: allowance_code = '01'

5) Incorrect spacing

Bad example: goal_co de

Good example: goal_code

6) Missing operator

Bad example: allowance_code ‘01'

Good example: allowance_code = ‘01'

7) Incorrect operator selected

Bad example: commitment_code + ‘01'

Good example: commitment_code = ‘01'

8) Column name selected twice

Bad example: npm_title npm_title = ‘OPPTS'

Good example: npm_title = ‘OPPTS'

9) Missing underscore

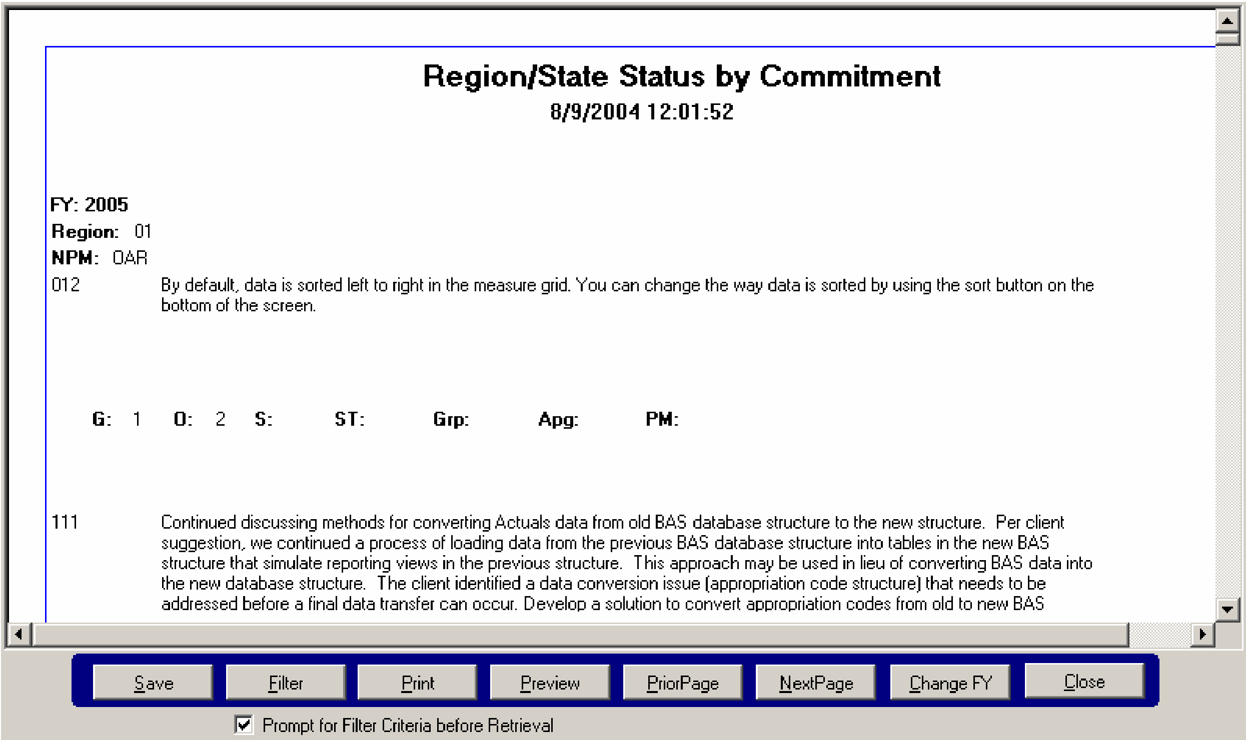
Bad example: allowance code

Good example: allowance_code

10) Spelling errors

Bad example: nad

Good example: and



Once a report is run (data retrieved), there are options at the bottom of the **Commitment Tracking Report Screen** that enables you to control how the report is viewed. The commitment reports will show the title in the top center of the report. To the far top left of the report is a description of the specified filter.

SAVE

You can save a report in various formats.

- o Click **Save**
- o Click the dropdown arrow in the Save in box and select a location to save in.

- Type a file name
- Select a Save as type (Save as type defaults to “Text with headers”)
- Click **Save**.

FILTER

You can also adjust the filter after the report data is retrieved. Select the **Filter** button from the bottom of the screen to bring up the filter screen again.

PRINT

Click **Print** at the bottom of the screen to send the report to your default printer.

You can print the report in its entirety, specified pages of the report, or the currently displayed page of the report. Make selections in the print dialog box accordingly.

PRINT PREVIEW

The displayed report is shown screen size initially and the numbers at the bottom of the screen do not reflect the number of pages but the number of screens.

- Click **Preview** at the bottom of the screen.
- Click the radio button for the desired magnification.
- Click **OK**.

NEXT PAGE

Click the **Next Page** button to view the following page of the report.

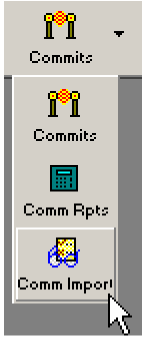
PRIOR PAGE

Click the **Prior Page** button to view the previous page of the report.

CLOSE

To return to the main reports screen and select another report, click the **Close** button at the bottom of the screen.

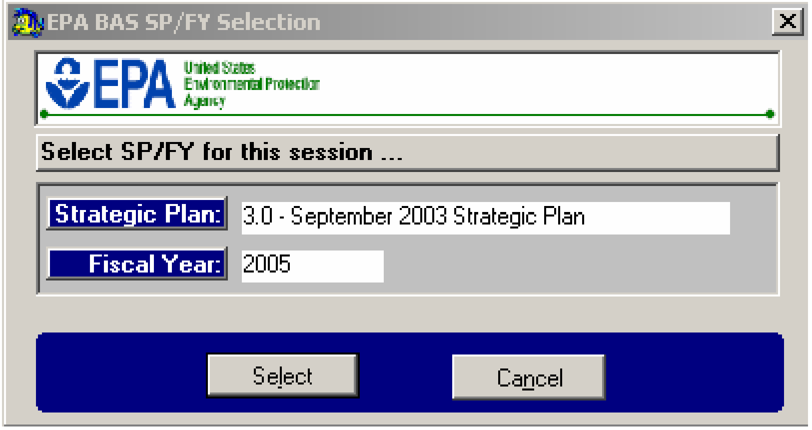
TO ACCESS THE COMMITMENT IMPORT MODULE

Click 

from the main toolbar. (Reveal the "Comm Import" button by clicking the small arrow to the right of the "Commits" button.)

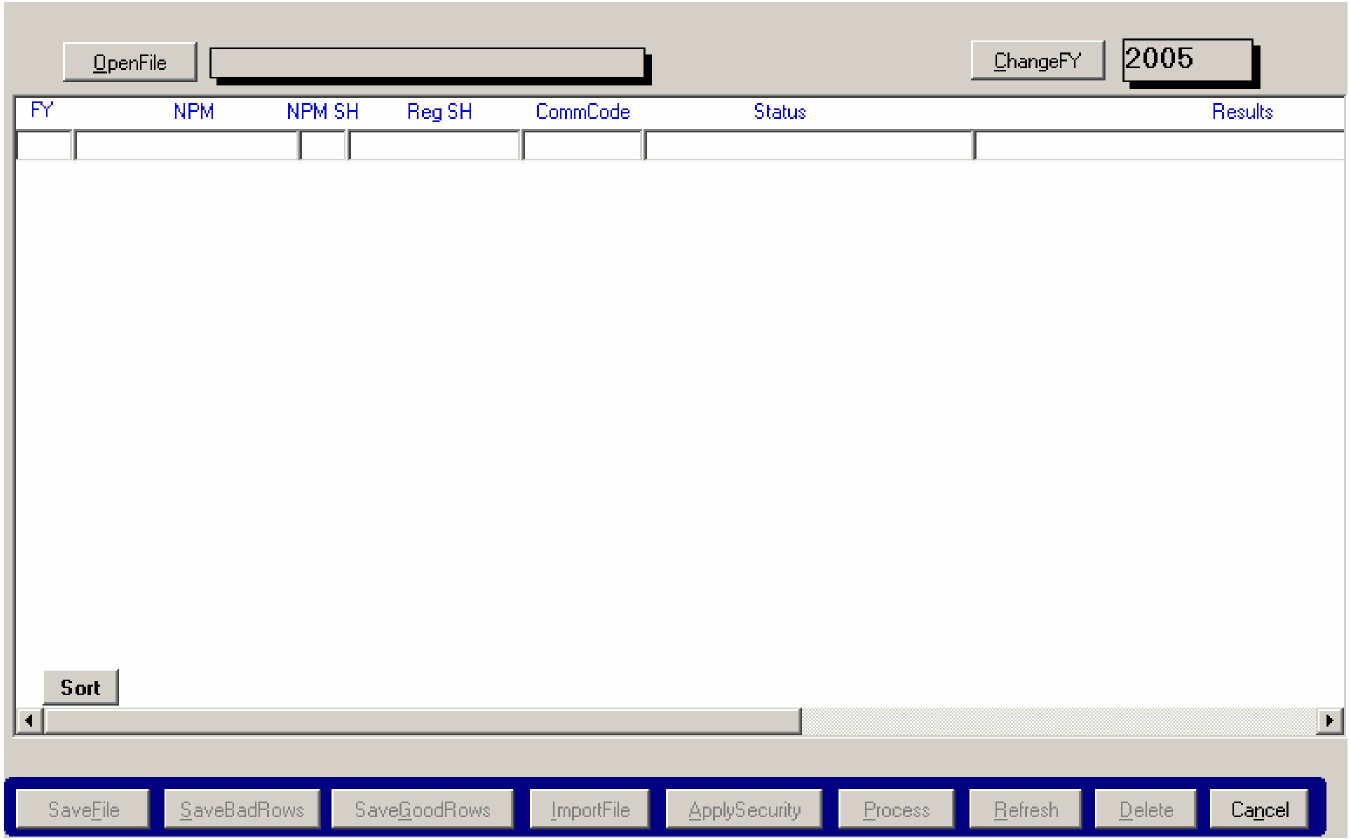
A screen will display prompting the user to choose a Fiscal Year for the session:

- Select a **Strategic Plan** using the drop down list.
- Select a **Fiscal year** using the drop down list.
- Click **Select** to open the Commitment Import screen.



COMMITMENT IMPORT SCREEN

A data import routine has been developed for the Annual Commitment System (ACS) to allow users to incorporate data they have stored on other database systems, spreadsheets, etc.



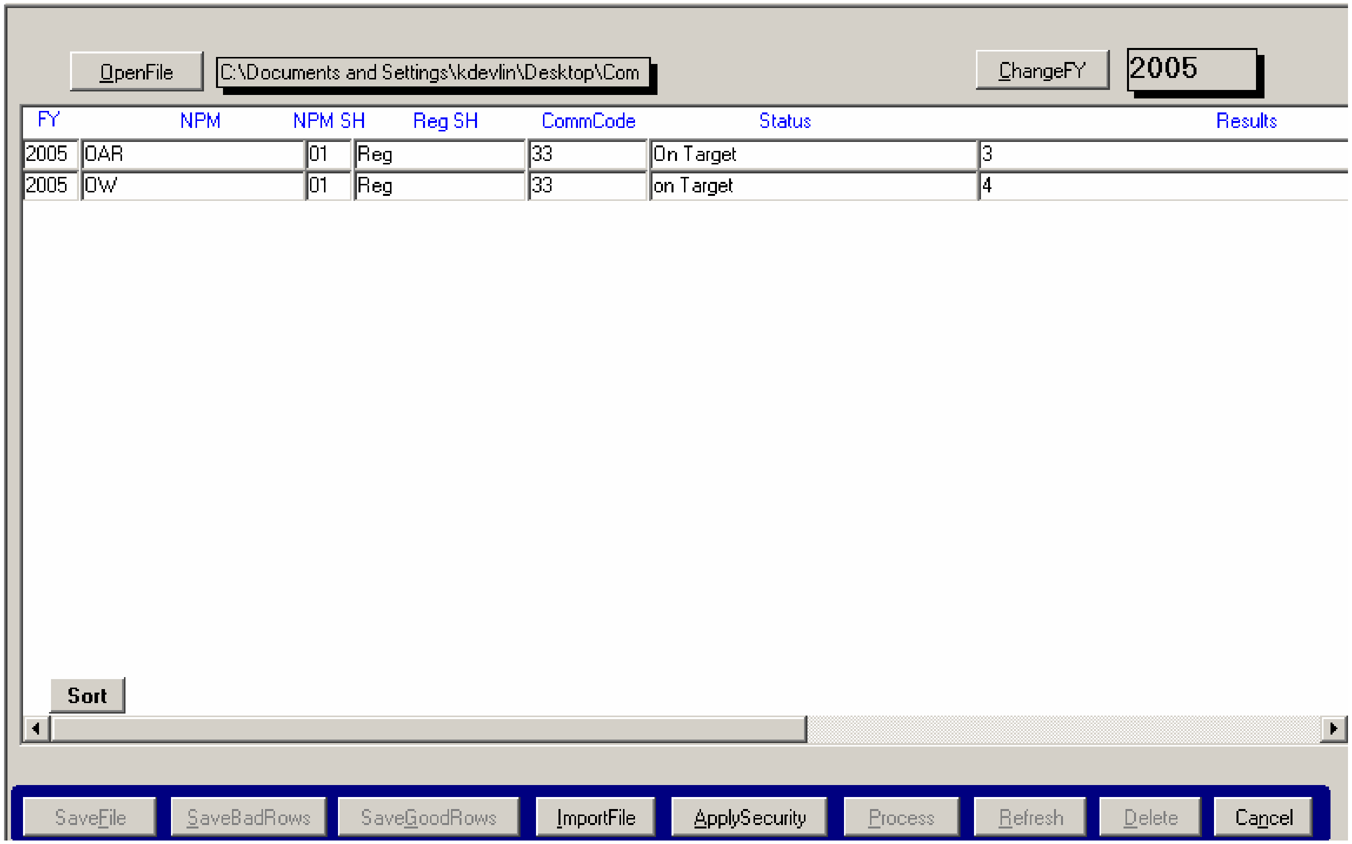
o Click the **Open File** button (located on the top upper left side of the screen) to upload your import file.

For details on creating an import file see the **Import File Format.**

A **Select File** pop-up box will open. Use the drop down arrow in the **Look in** field to select the location of your file.

o Select the file. The file will appear in the **File name** box.

- o **Save** as Text Files (*.TXT) in the **Files of type** drop down box.
- o Click on the **Open** button.
- o Click on the **Import File** button.



- o Click on **Apply Security** button. This function allows for a security check to ensure edit rights to the assigned user.

- Click **OK**.

The Process button is now activated.

- Click on **Process.**

The Import screen will return all rows of data in error from the import file by shading the fields in gray.

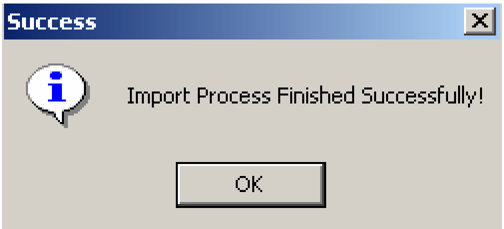
You can save the rows in error:

- Select the **Save Bad Rows** button. This function allows you save the rows in a file, correct the data at another time and continue with the import process.
- Select **Save Good Rows** to keep a file of all rows imported.

-Or-

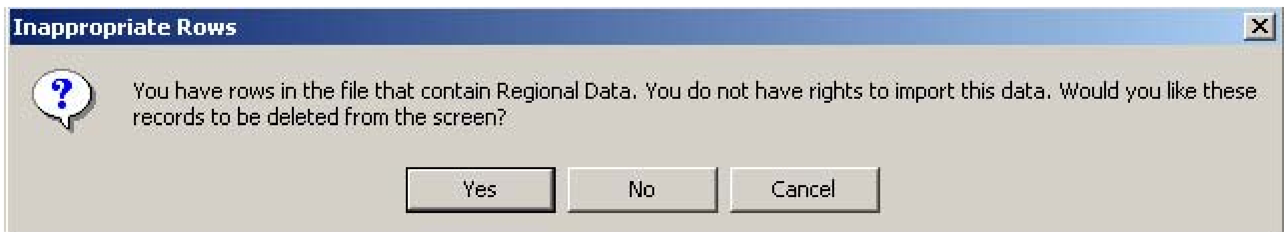
You can make corrections on the screen by highlighting the row and re-typing the correct data.

- Click on **Process**.



- Click **OK.**

If you are importing data that you do not have rights to, a pop-up screen will be displayed. The message will state that you do not have rights to import this data.



If you select **No** or **Cancel**, another pop-up screen will be displayed.

- Click **OK.** At this point you must modify your import file to reflect the appropriate data.

NOTE: Although the Process button is still activated, if you do not make the appropriate changes to the import file, and you select the **Process** button again, you will continue to receive the two pop-up screen messages until the import file has been modified.

- Click **Yes.** The records are deleted.
- Click **OK**.

IMPORT FILE FORMAT: NPM-CREATED COMMITMENT MEASURES

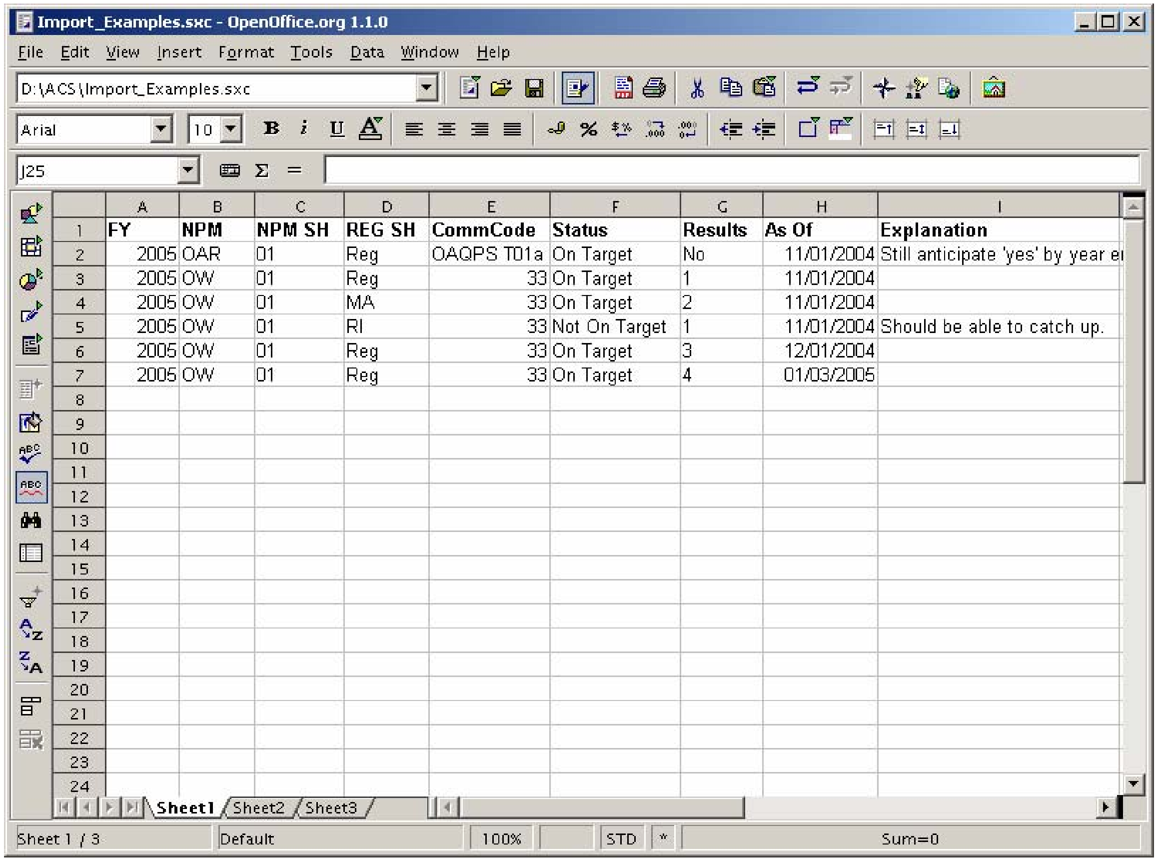
The field headers as they appear on the on-screen data import screen in the ACS are the following:

- **FY**
  The fiscal year of the commitment.
- **NPM**
  The NPM that owns the commitment. This is in the form of the npm_title used by BAS (*e.g.,* **OW, OAR, OSWER**, *etc.*).
- **NPM SH**
  The NPM shareholder. This could include HQ, itself, or the BAS-recognized regional identifiers (**01, 02, 03**, and so forth).
- **Reg SH**
  The Regional shareholder. This could include **Reg**, for an obligation of the Region, itself, or one of the appropriate abbreviations for the **States/Territories** of that Region, or **Tribes.**
- **CommCode**
  The unique commitment code that identifies the commitment.
- **Status**
  Commitment status. This must take one of seven, case-sensitive forms:
    - Measure Significantly Exceeded
    - Measure Met
    - On Target
    - Not On Target

- Data Unavailable
- No Status Provided
- Measure Not Met

- **Results**
  Be sure **1)** the data type matches that specified in the commitment, and **2)** the response is the *cumulative* result for the year with respect to the As Of Date.
- **As Of Date**
  The date on which the reported results were correct. This is not necessarily the date the record was added to the system. For example, it is quite permissible to enter January records in July. The data format is **mm/dd/yyyy**. **Forward dating is not permitted.**
- **Explanation**
  Any additional information to accompany the result. An explanation is generally optional; however, explanations are required if the record has a status of **Measure Not Met** or **Not On Target.** Maximum length of the comment cannot exceed 2000 characters.

Example: If working from a spreadsheet, an excerpt from a data file may look something like this:



	A	B	C	D	E	F	G	H	I
1	FY	NPM	NPM SH	REG SH	CommCode	Status	Results	As Of	Explanation
2	2005	OAR	01	Reg	OAQPS T01a	On Target	No	11/01/2004	Still anticipate 'yes' by year e
3	2005	OW	01	Reg	33	On Target	1	11/01/2004	
4	2005	OW	01	MA	33	On Target	2	11/01/2004	
5	2005	OW	01	RI	33	Not On Target	1	11/01/2004	Should be able to catch up.
6	2005	OW	01	Reg	33	On Target	3	12/01/2004	
7	2005	OW	01	Reg	33	On Target	4	01/03/2005	

For import into ACS, the data file must be saved as plain text file(s), tab-delimited, and without headers:

2005	OAR	01	Reg	OAQPS T01a	On Target	No	11/01/2004	Still anticipate 'yes' by year end.
2005	OW	01	Reg	33	On Target	1	11/01/2004	
2005	OW	01	MA	33	On Target	2	11/01/2004	
2005	OW	01	RI	33	Not On Target	1	11/01/2004	Should be able to catch up.

2005	OW	01	Reg	33	On Target	3	12/01/2004
2005	OW	01	Reg	33	On Target	4	01/01/2005

In this particular example, there are a number of things to point out:

- **As Of Dates** are often different from one another and would rarely be the date entered into the database.
- Fields required for *every* record include **FY, NPM, NPM SH, CommCode, Status, Result**, and **As Of Date**.
- Responses for Explanation are normally optional; however, they are required when the Status is **Measure Not Met** or **Not On Target**.
- Results for numerical data types are *cumulative* with respect to the **As Of Date**. *Generally,* that means that the entries will get closer and closer to the commitment target value over time. In the CommCode 33 example above, for instance, let's contrast individual counts for, say, inspections per month versus the cumulative total required by the ACS:

Shareholder	***Inspections Performed***	***Cumulative Total***	***Date***
Reg	1	1	11/01/2004
Reg	2	3	12/01/2004
Reg	1	4	01/01/2005

If you are pulling data from another database, you will want to create a crosstab query and use aggregate functions to provide you with the cumulative results.

Notes:

3. NPMs can only directly import commitments to themselves; that is, commitments where the NPM shareholder is set to HQ. **Only an authorized Regional user has the rights to create or import Regional data.** NPMs that want to generate import file data for all of their Regions using their national databases need to create an individual import file for each Region. When complete, email the Region its own file for subsequent import into the ACS.

4. For commitments with the NPM shareholder set to **HQ**, the Reg SH **must** be null. The data import file would show two tabs in succession.

IMPORT FILE FORMAT: REGION-CREATED COMMITMENT MEASURES

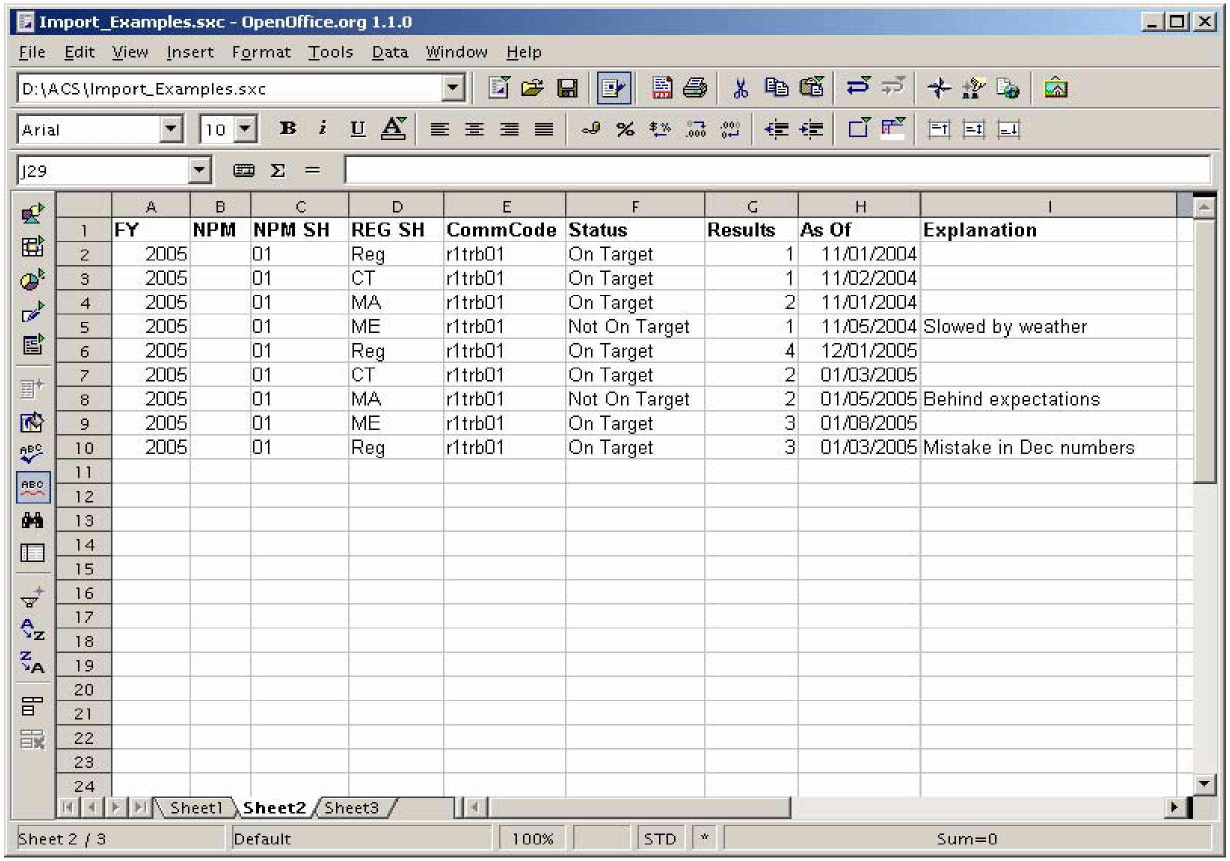
The field headers are labeled the same as with the NPM commitments; however, the contents of NPM and NPM SH are impacted.

- **FY**
  The fiscal year of the commitment.
- **NPM**
  This field **must** always be null for internal commitments created by the Regions.
- **NPM SH**
  In this case, this is the Region that owns the commitment. Use the BAS-recognized regional identifiers (**01, 02, 03,** and so forth).
- **Reg SH**
  The Regional shareholder. This could be **Reg**, for the Region, itself, or one of the appropriate abbreviations for the **States/Territories** of that Region, or **Tribes**.
- **CommCode**
  The unique commitment code that identifies the commitment.
- **Status**
  Commitment status. This must take one of seven, case-sensitive forms:
    - Measure Significantly Exceeded
    - Measure Met
    - On Target
    - Not On Target
    - Data Unavailable
    - No Status Provided
    - Measure Not Met
- **Results**

Be sure **1)** the data type matches that specified in the commitment, and **2)** the response is the *cumulative* result for the year as of the provided date below.

- **As Of Date**
  The date on which the reported results were correct. This is not necessarily the date the record was added to the system. For example, it is quite permissible to enter January records in July. The date must be entered in the form of **mm/dd/yyyy**. **Forward dating is not allowed.**
- **Explanation**
  Any additional information to accompany the result. An explanation is generally optional; however, explanations are required if the record has a status of **Measure Not Met** or **Not On Target.** Comments are limited to 2000 characters.

Example: If working from a spreadsheet, an excerpt from a Region's data file may look something like this:



FY	NPM	NPM SH	REG SH	CommCode	Status	Results	As Of	Explanation
2005		01	Reg	r1trb01	On Target	1	11/01/2004	
2005		01	CT	r1trb01	On Target	1	11/02/2004	
2005		01	MA	r1trb01	On Target	2	11/01/2004	
2005		01	ME	r1trb01	Not On Target	1	11/05/2004	Slowed by weather
2005		01	Reg	r1trb01	On Target	4	12/01/2005	
2005		01	CT	r1trb01	On Target	2	01/03/2005	
2005		01	MA	r1trb01	Not On Target	2	01/05/2005	Behind expectations
2005		01	ME	r1trb01	On Target	3	01/08/2005	
2005		01	Reg	r1trb01	On Target	3	01/03/2005	Mistake in Dec numbers

When converted to a tab-delimited text file, the records would look like this:

2005	01	Reg	r1trb01	On Target	1	11/01/2004	
2005	01	CT	r1trb01	On Target	1	11/02/2004	
2005	01	MA	r1trb01	On Target	2	11/01/2004	
2005	01	ME	r1trb01	Not On Target	1	11/05/2004	Slowed by weather
2005	01	Reg	r1trb01	On Target	4	12/01/2005	

2005	01	CT	r1trb01	On Target	2	01/03/2005	
2005	01	MA	r1trb01	Not On Target	2	01/05/2005	Behind expectations
2005	01	ME	r1trb01	On Target	3	01/08/2005	
2005	01	Reg	r1trb01	On Target	3	01/03/2005	Mistake in Dec numbers

In this particular example, there are a number of things to point out:

- The blank **NPM** values appear in the text file as two tabs in succession.
- Fields required for *every* record include **FY, NPM SH, Reg SH, CommCode, Status, Result,** and **As Of Date**.
- Responses for the Explanation are required only when the Status is **Measure Not Met** or **Not On Target**. They are optional otherwise.
- **As Of Dates** are often different from one another and would rarely be the date entered into the database. They need not be in any order.
- Results for numerical data types are cumulative with respect to the **As Of Date**. *Generally,* that means that the entries will get closer and closer to the commitment target value over time. However, if you look at the last record in the example for the Region as shareholder, you'll see the number has actually dropped since the December entry. This is permissible since it is correcting for an earlier error. Viewed in a different way, let's contrast individual counts per month versus the cumulative total required by the ACS:

Shareholder	***Inspections Performed***	***Cumulative Total***	***Date***
Reg	1	1	11/01/2004
Reg	3	4	12/01/2004
Reg	-1 (correction)	3	01/03/2005

If pulling numerical data from another database, you will likely want to create a cross tab query and use aggregate functions to provide you with the cumulative results.

Data Import Rules

There are a few things to keep in mind when creating files for import:

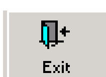
- The record identifiers must point to a real record.
- Data types must agree.
- Numerical ACS result entries must reflect cumulative FY totals as of the provided date.
- An explanation is required for any record with a Status of **Measure Not Met** or **Not On Target.**
- The import routine will reject improper records and notify the user of problems. Correctly formatted records will still be imported.
- Any imported record that already matches an existing ACS record in terms of **Status, Result, As Of Date**, and **Explanation** will not be acted upon. The existing ACS record will remain unmodified.
- Any imported record that correlates to an existing Shareholder's record for a given **As Of Date** and which has a changed **Status, Result**, or **Explanation** will update the ACS record with the new information. Automatic user ID and date of entry stamps will be updated to reflect the change.
- Any new imported records are simply appended to the ACS system.
- Existing records cannot be deleted using the batch file import routine. You can still do so manually.

LOG OFF/EXIT

To complete your BAS session, logoff from the session prior to closing out the BAS application as follows:

Click 

on the toolbar.

Click 

on the toolbar.

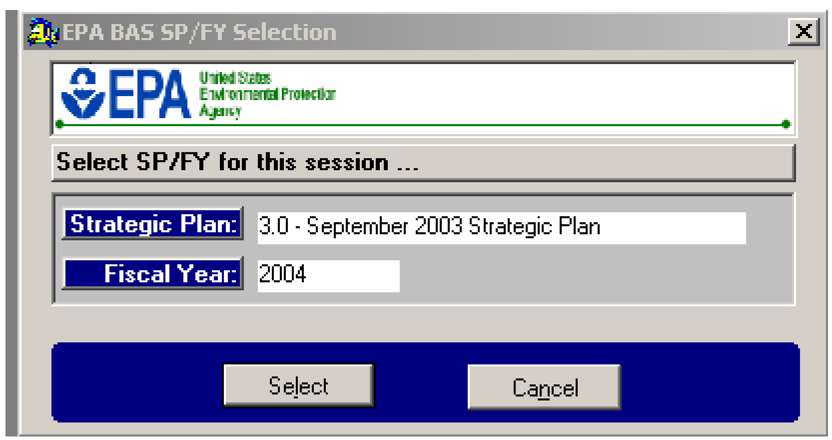
TO ACCESS THE COMMITMENT REPORTS MODULE

Click 

from the main toolbar. (Reveal the “Comm Rpts” button by clicking the small arrow to the right of the “Commits” button.)

A screen will display prompting the user to choose a Fiscal Year for the session:

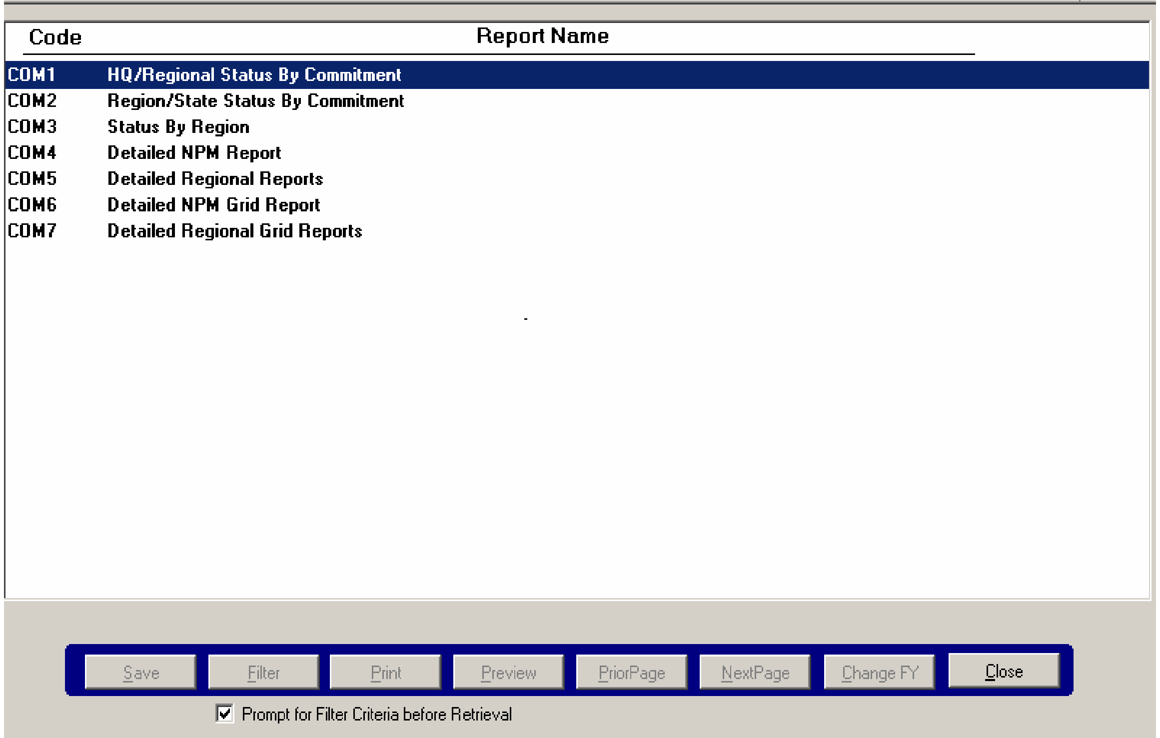
- Select a **Strategic Plan** using the drop down list.
- Select a **Fiscal year** using the drop down list.
- Click the **select** button to bring you to Commitment Reports screen.



COMMITMENT REPORT SCREEN:

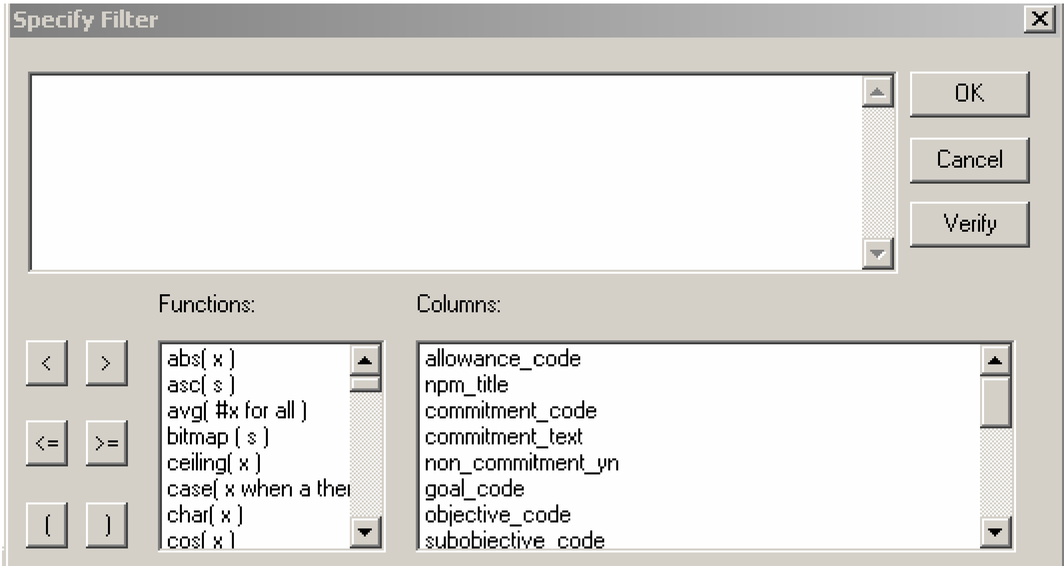
SELECTING REPORTS

The report selection screen allows the user to select pre-formatted reports to access Commitment data. Each report is listed with an identifying **Code** and a descriptive **Report Name**.



RUNNING COMMITMENT REPORTS:

Double click on any report listed on the screen to launch that report. You also have the option to filter any report before retrieving report data. The **Prompt for Filter Criteria before Retrieval** check box is checked by default. If you wish to run an unfiltered report, simply uncheck this box prior to double-clicking the report of interest. Leaving the box checked and running a report results in the appearance of a pop-up filter screen.

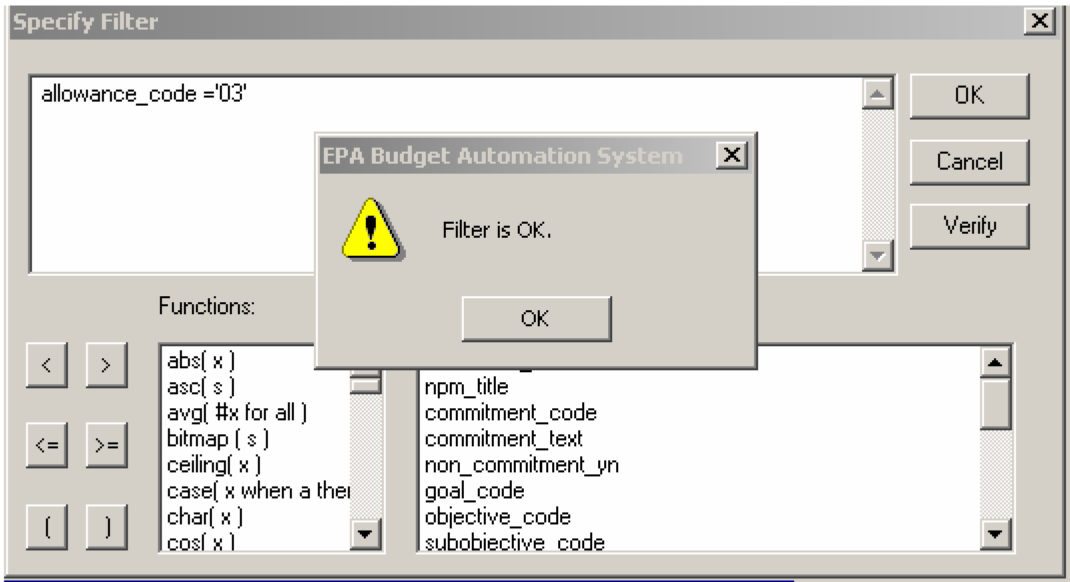


If you unintentionally run a report with the filter criteria prompt activated, but do not actually want a filtered report, simply click **Cancel** on the filter screen to run an unfiltered report.

FILTER

The Commitment Reports filter screen is somewhat different than the one used by the Commitment Tracking Data Entry Initial Screen. There are no tabs for selecting different expression components and columns. To reduce the risk of syntax errors in your filter expression, double click on the components (operators, such as '>', and columns) in the lists wherever possible. Not all reports have identical columns listed in the columns box.

NOTE: For Region specific reports, use the "allowance code" column and filter using values '01' through '10'. (BAS identifies specific Regions using "Allowance Holder" values). Also, to filter based on "Outyear Target" values, use the" five_year_ goal" column.



Example: To report data for a specific Region, double click the “allowance_ code” column. Manually type the ‘=’ sign and the Region you wish to filter on. **IMPORTANT:** You must type single quote marks around values or the filter will not recognize the value. Exceptions are purely numeric fields, such as goal, objective, and subobjective. In this case, type ‘03’ to retrieve data for Region 3 only.

- Click **Verify** to ensure that the filter syntax is valid (optional).
- Click **OK**.

To delete filter criteria, highlight the current filter text and press the delete button (on your keyboard), then press **OK.**

NOTE: To change a filter, the Regional user must first delete the current filter, and then build the new filter. Otherwise, system will assume you want to filter an already filtered dataset.

FILTER EXAMPLES:

Select all records for Region 01

allowance_code = ‘01'

Select all records for NPMs OAR and OSWER

npm_title in (‘OAR’,’OSWER’)

FILTER MISTAKES:

1) Missing single quotes around values

Bad example: allowance_code = 01

Good example: : allowance_code = ‘01'

2) Missing connector of "and" or "or"

Bad example: goal _code = 01 obj_code = 01

Good example: goal_code = 01 and obj_code = 01

3) Lower case letters where letters should be capitalized

Bad example: npm_title =’oar’

Good example: npm_title =’OAR’

4) Incomplete entering of code numbers

Bad example: allowance_code = ‘1'

Good example: allowance_code = ‘01'

5) Incorrect spacing

Bad example: goal_co de

Good example: goal_code

6) Missing operator

Bad example: allowance_code ‘01'

Good example: allowance_code = ‘01'

7) Incorrect operator selected

Bad example: commitment_code + ‘01'

Good example: commitment_code = ‘01'

8) Column name selected twice

Bad example: npm_title npm_title = ‘OPPTS'

Good example: npm_title = ‘OPPTS'

9) Missing underscore

Bad example: allowance code

Good example: allowance_code

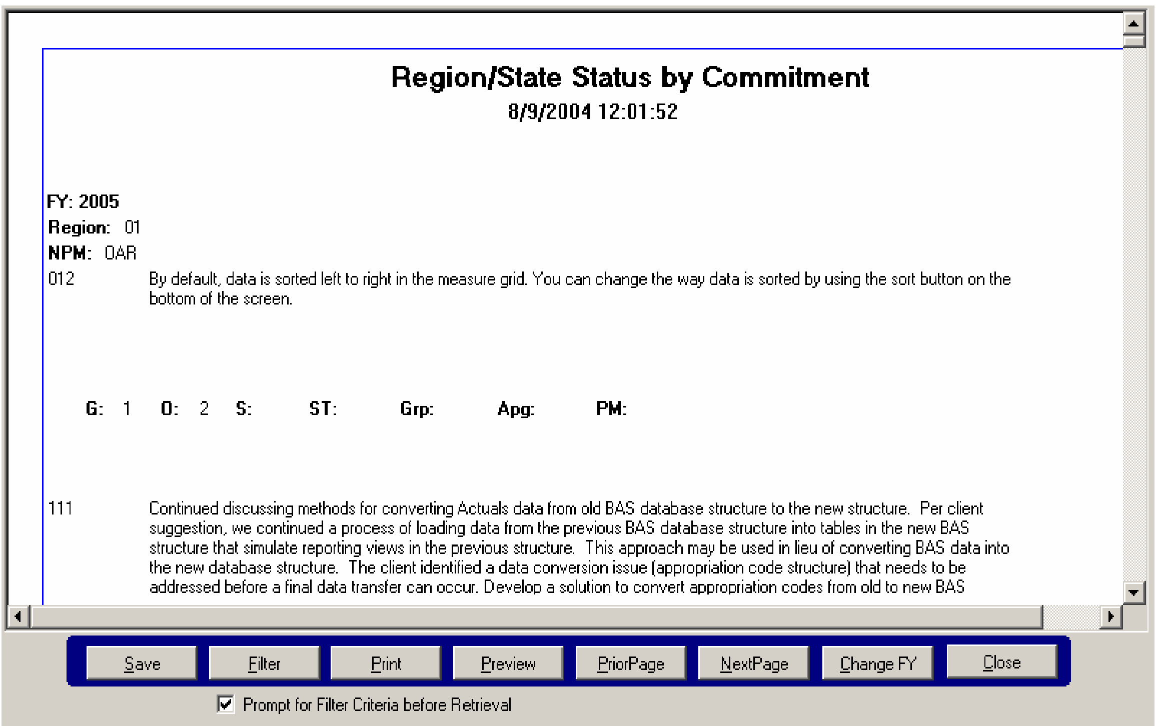
10) Spelling errors

Bad example: nad

Good example: and

Once a report is
there are options at
Commitment Screen that
control how the
The commitment
the title in the top
To the far top left of
description of the

SAVE



run (data retrieved),
the bottom of the
Tracking Report
enables you to
report is viewed.
reports will show
center of the report.
the report is a
specified filter.

You can save a report in various formats.

- Click Save
- Click the dropdown arrow in the Save in box and select a location to save in.
- Type a file name
- Select a Save as type (Save as type defaults to “Text with headers”)
- Click Save.

FILTER

You can also adjust the filter after the report data is retrieved. Select the **Filter** button from the bottom of the screen to bring up the filter screen again.

PRINT

Click **Print** at the bottom of the screen to send the report to your default printer.

You can print the report in its entirety, specified pages of the report, or the currently displayed page of the report. Make selections in the print dialog box accordingly.

PRINT PREVIEW

The displayed report is shown screen size initially and the numbers at the bottom of the screen do not reflect the number of pages but the number of screens.

- Click **Preview** at the bottom of the screen.
- Click the radio button for the desired magnification.
- Click **OK**.

NEXT PAGE

Click the **Next Page** button to view the following page of the report.

PRIOR PAGE

Click the **Prior Page** button to view the previous page of the report.

CLOSE

To return to the main reports screen and select another report, click the **Close** button at the bottom of the screen.

LOG OFF/EXIT

To complete your BAS session, logoff from the session prior to closing out the BAS application as follows:

Click 

on the toolbar.

Click 

on the toolbar.

Standard Report Access and Types

See also:

- Running Standard Reports
- Standard Report Viewing Options

The Reports Selection screen allows the user to select from a variety of pre-formatted standard reports to access Budget Automation System data. To save a report that is often used but not listed in this module, see Saved Ad Hoc Reports

ACCESSING THE STANDARD REPORTS MODULE

To access the **Standard Reports** module:

Click 

from the main toolbar (on a dropdown from Ad Hoc Reports)

OR

Select **File>Open>Reports>Standard Reports** from the menu

OR

Press **Ctrl + S**.

VERSION SELECTION

If a base version has not yet been selected, the **Base Version Selection** screen will appear. See Selecting the Base Version.

SELECTING STANDARD REPORT TYPES

At the top of the **Report Selection** screen are five different report types available for selection. These general report types are used to group reports with similar data to assist the user in locating a report that suits their needs. They are:

- Performance Measure
- APG (Annual Performance Goal)
- Evaluation Criteria
- BUD-2
- Other

Click in the corresponding checkbox to display all reports listed within that type.

Any combination of report types can be selected for display on the screen to display reports or either type.

Each report is listed with a **Code** that indicates what type of report it is, a **Report Name**, and an indicator of whether it is a **Single version or Multi-version** report.

NOTE: If the user would like to generate a Resource Report, Key Program, Payroll, APG, PM or APG/PM report, refer to the Ad Hoc Reports module.

Running Standard Reports

See also:

- Standard Report Types
- Standard Report Viewing Options

RUNNING A REPORT

Double Click any report listed on the screen to launch that report.

MULTI-VERSION REPORTS

If a multi-version report is selected, a pop-up screen will appear allowing selection or desired budget versions.

- Click on the first **Version box** to access the selection dropdown boxes.
- Select the desired **fiscal year**, **cycle**, and **version** from the respective dropdown boxes.
- Click on the second and (optionally) the third Version box and select the desired **fiscal year**, **cycle**, and **version** from the dropdown box choices.
- Click **OK** to confirm selections.

NOTE: Double click anywhere in the selection box to remove the version selections.

REPORT FILTER CRITERIA

When the **Multi-version** budget versions are selected -OR- when a **Single version** report is launched, the **Specify Filter** dialog box will appear to allow the user to specify a filter expression for the selected report data. To specify a filter expression for the user's report:

For detailed information on Filtering, see Filter Feature.

NOTES:

1. To bypass the Specify Filter dialog box, uncheck the checkbox labeled **Prompt for Filter Criteria before Retrieval** at the bottom of the screen.
2. If at any time the user wishes to establish or change a filter, click the **Filter** button to open the **Specify Filter** dialog box.

Standard Report Viewing Options

See also:

- Standard Report Types
- Running Standard Reports

Once a report is run (data retrieved), there are options at the bottom of the **Standard Report Screen** that enable the user to control how the report is viewed.

FILTER

The user can also adjust the filter after the report is displayed. Select the FILTER button from the bottom of the screen to bring up the filter screen again. (See Standard Report Filters)

PRINT

Click **Print** at the bottom of the screen to send the report to the default network printer.

The user can print the report in its entirety, specified pages of the report, or the currently displayed page of the report. Make selections in the Print dialog box accordingly.

PRINT PREVIEW

The displayed report is shown screen size initially and the numbers at the bottom of the screen do not reflect the number of pages but the number of screens.

- Click **Preview** at the bottom of the screen.
- Click the radio button for the desired magnification.
- Click **OK**.

NEXT PAGE

Click the **Next Page** button to view the following page of the report.

PRIOR PAGE

Click the **Prior Page** button to view the previous page of the report.

CLOSE

To return to the main reports screen and select another report, click the **Close** button at the bottom of the screen.

Ad Hoc Reports

Ad Hoc Report Access and Settings

See also:

- Saved Ad Hoc Reports
- Selecting Ad Hoc Report Columns
- Ad Hoc Report Groups and Filters
- Other Ad Hoc Settings
- Ad Hoc Report Viewing Options

Ad Hoc Reports allow the user great flexibility and choice in the selection of report parameters. Unlike the standard reports in the Standard Reports Screen, Ad Hoc Reports can be customized as needed by the user, changing parameters "on the fly" to accommodate your particular reporting needs as well as performing "what if" scenarios on screen.

Once the desired report parameters are developed, the reports can be saved for repeated use on updated data; and the output can be printed on the user’s local printer, downloaded to a spreadsheet or into a table in a word processing document.

To access the **Ad Hoc Reports** module:

- Select 

on the toolbar

  OR

- Select File>Open>Reports>Ad-Hoc Reports from the menu

  OR

- Press Ctrl + H.

REPORT TYPES

Select the desired **Report Type** using the radio buttons at the top of the screen.

NOTE: Based on the **Report Type** chosen, the available **Data Types**, **Versions**, **Groups**, and **Filter** choices will change accordingly. Since switching to some data types may reset all user parameters, the user may be given a warning message and asked for confirmation of the desired change.

SELECT DATA TYPES

The Resource Type radio buttons allow the user to choose either **Direct** or **Allocated** resource types. Depending on the Report Type, the system may select a default data type.

Select **Direct Dollars**, **Allocated Dollars** or **Allocated Other** from the radio buttons.

SELECT APG/PM TYPE

The selection of APG, PM, or APG/PM report types include more options than exist for Resource, Payroll, or Key Program reports. The user has the ability to choose between **National** and **Local** APG or PM types using the appropriate radio button.

REPORT TITLE

At any time you may enter a Report Title by clicking on the text box next to the **Report Title** button and entering the text for your Title.

Saved Ad Hoc Reports

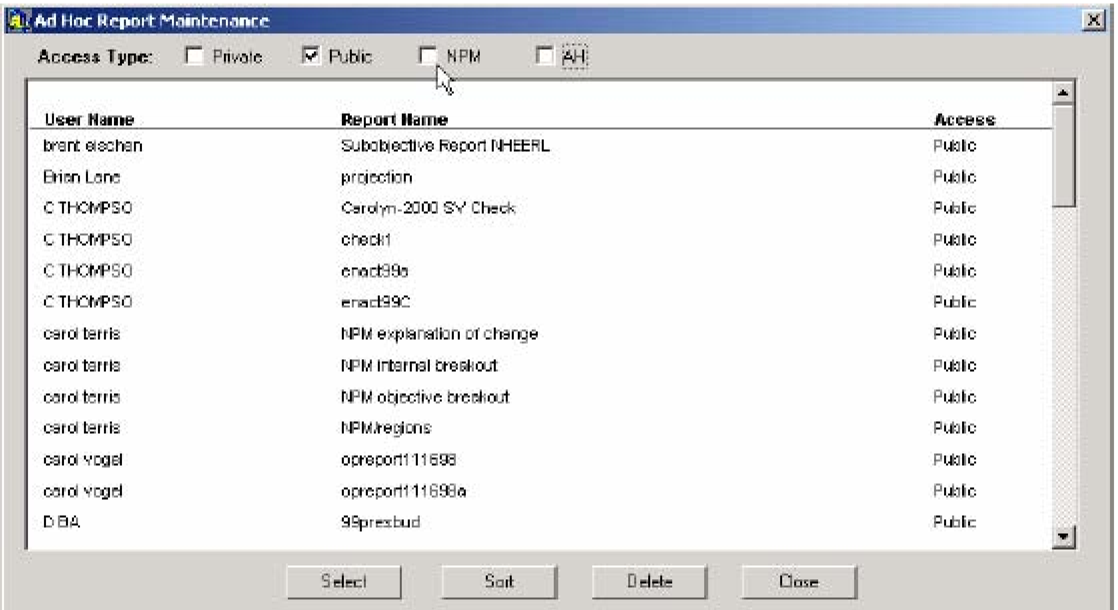
See also:

- Ad Hoc Report Access and Settings
- Selecting Ad Hoc Report Columns
- Ad Hoc Report Groups and Filters
- Other Ad Hoc Settings
- Ad Hoc Report Viewing Options

RETRIEVING A SAVED REPORT

Report queries that users find useful and want to save for later user can be easily saved, retrieved and resubmitted as needed.

- Click the **Select a Report** button and view the following window:



- To filter the list of saved reports available, uncheck any of the **Access Type** boxes
- (Optional) Click **Sort** to modify any of the sort criteria for the list of saved reports. For more information on sorting, see Sort Feature (default sort criteria is by User Name, then Report Title in ascending order).
- Highlight the desired report title from the list.
- Click **Select** to transfer the parameters of the saved report to the Ad Hoc Report screen and close the **Saved Reports** dialogue box.

NOTE: The list of saved reports varies depending on the **Report** and **Data** types selected. If you cannot find your saved report, check these parameters.

SAVING AD HOC REPORT SETTINGS

To save your current title, column, group and filter settings for future use:

- o Click the **Save** button and view the following dialog box.

- o Select the **Report Access:** Private, Public, NPM or Allowance Holder (AH users only) by clicking in the appropriate radio button.
- o Type in a name in the **Reference Name for Report** field.
- o Click **OK**.

Reports saved as **Private** will appear only on your personal saved report list. Reports saved as **Public** will be available for selection by all users. Reports can be saved to a particular NPM or AH by clicking the **NPM** radio button then selecting an NPM or AH from the dropdown box.

NOTE: Only NPMs or Allowance Holders for which you have access will be available for selection when saving a report.

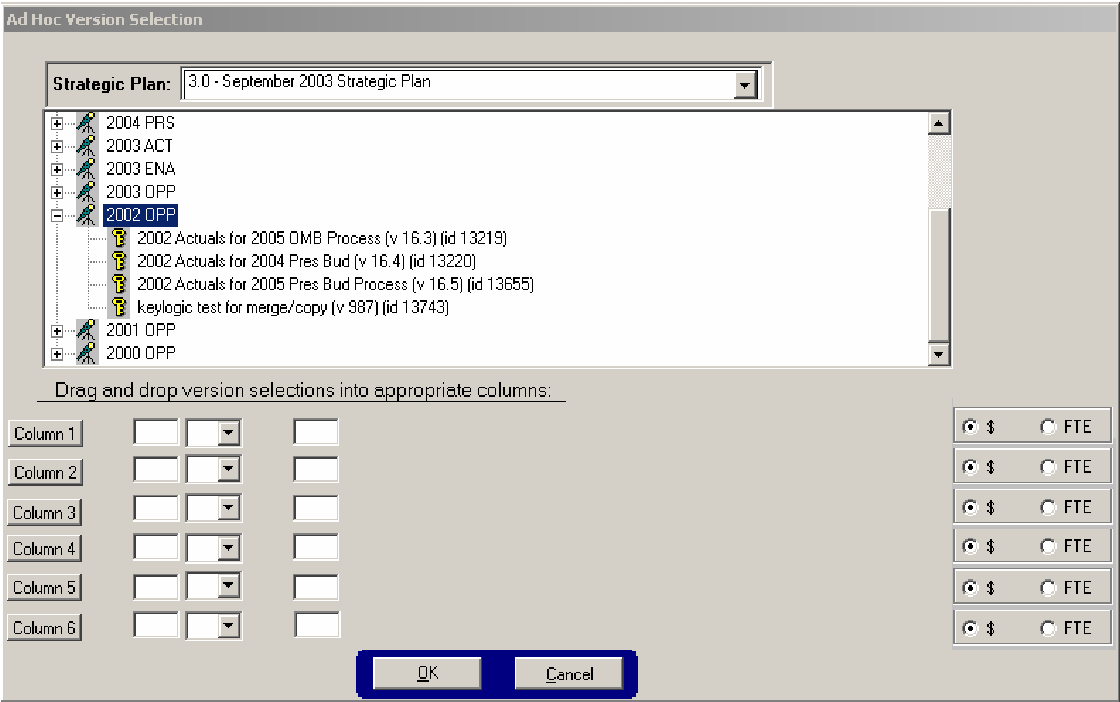
Selecting Ad Hoc Report Columns

See also:

- ❑ Ad Hoc Report Access and Settings
- ❑ Saved Ad Hoc Reports
- ❑ Ad Hoc Report Groups and Filters
- ❑ Other Ad Hoc Settings
- ❑ Ad Hoc Report Viewing Options

The report columns in BAS Ad Hoc reports are selected from the list of Budget Versions. The user determines which budget version(s) a report will be run against, as well as what type of data is displayed.

- o Click the **Report Column(s)** button to display the **Ad Hoc Version Selection** screen.



- o Choose a **Strategic Plan** from the dropdown list.

The text box will display a tree view of the different fiscal year, cycle and versions available under this Strategic Plan.

  - o Double-click on the level to view what lies beneath it, or click on the "+" to the left of the listed item.
  - o Double-click on an expanded level to compress it, or click on the "-" to the left of the item.

Note: For the 'ACT' (Actuals) cycle only, the tree must be further expanded to another level of resource types (e.g. 'OPPLAN', 'OBLIG', etc.). The names and types of resources in the Actuals cycle versions may change periodically to meet the needs of the users.

VERSION ACCESS RIGHTS

Only the versions you have Edit/Update or View Access to will be displayed in the tree view. Versions designated as "No Access" for your user type will not be included in the tree view and therefore are not available for selection.

NOTE: Specific 'Actuals' resource types are subject to change. Available types are determined by OCFO.

VERSION SELECTION

The user may select any combination of budget versions. Up to **six columns** of budget data can be displayed on most reports (resource, Key Program, payroll). APG reports can display up to three columns, and APG/PM and PM Resources reports can display up to two columns.

For resource, payroll and Key Program reports, within each column you may display information for one version or a calculation involving a number of versions.

- Drag and drop the selected **version** (or resource type for ACT cycles) to the desired column cell on the bottom of the screen (verify that the version number appears in the Column window).
- For **calculations**, select the operator from the dropdown list provided (**+** for addition, **-** for subtraction, ***** for multiplying by a user-entered number, or **/** for dividing two versions).
- The user may select the type of resources (**Dollars** or **FTE**) displayed by using the radio buttons to the right of the column version information. The report type determines available choices on the radio buttons:
  - Resource and Key Program reports: $ or FTE
  - Payroll reports: No choice, always displays $ and FTE
  - APG and PM reports: $/FTE or None
- Click **OK** to return to the **Ad Hoc Reports** screen.

CLEARING VERSION SELECTION

To clear a currently selected version for a column, set the pointer over the version to be cleared and <u>click the right mouse button</u>. From the pop-up menu, click **Clear**.

Note: This is the only function in the Ad Hoc Reports module that requires a right mouse click. Use left mouse clicks for all other operations.

CUSTOMIZE COLUMN HEADINGS

The user can customize the heading that appears at the top of each column of their Ad Hoc report, otherwise the heading will default to the name of the Budget Version.

- Click the **Set Column Headings** button to the right of the Report Column(s) box.
- Uncheck the **Use Default** check box next to the column whose heading you wish to change. This will allow you to enter a custom title.
- **Highlight** the text in the text box and enter the desired column title.
- **Repeat** as desired for each heading.
- Click **OK** to save changes or **Cancel** to close the dialog box without making changes.

Note: To return to the default heading for a column, just recheck the appropriate **Default** check box.

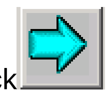
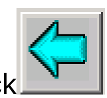
AD HOC REPORT GROUPS AND FILTERS

See also:

- Ad Hoc Report Access and Settings
- Saved Ad Hoc Reports
- Selecting Ad Hoc Report Columns
- Other Ad Hoc Settings
- Ad Hoc Report Viewing Options

SELECTING REPORT GROUPS

The user can customize reports by selecting which report groups are to be displayed and the order in which those groups will be displayed. Each report data type will have a different selection of groups available for selection. A maximum of six groups can be selected.

- Click on the **Report Group(s)** button to view the Report Groups dialog box.
- Highlight the desired group on the **Available List** (left side) and click .
- The selected group moves to the **Selected List** (right side).
- To deselect a group, highlight the group in the **Selected List** and click .

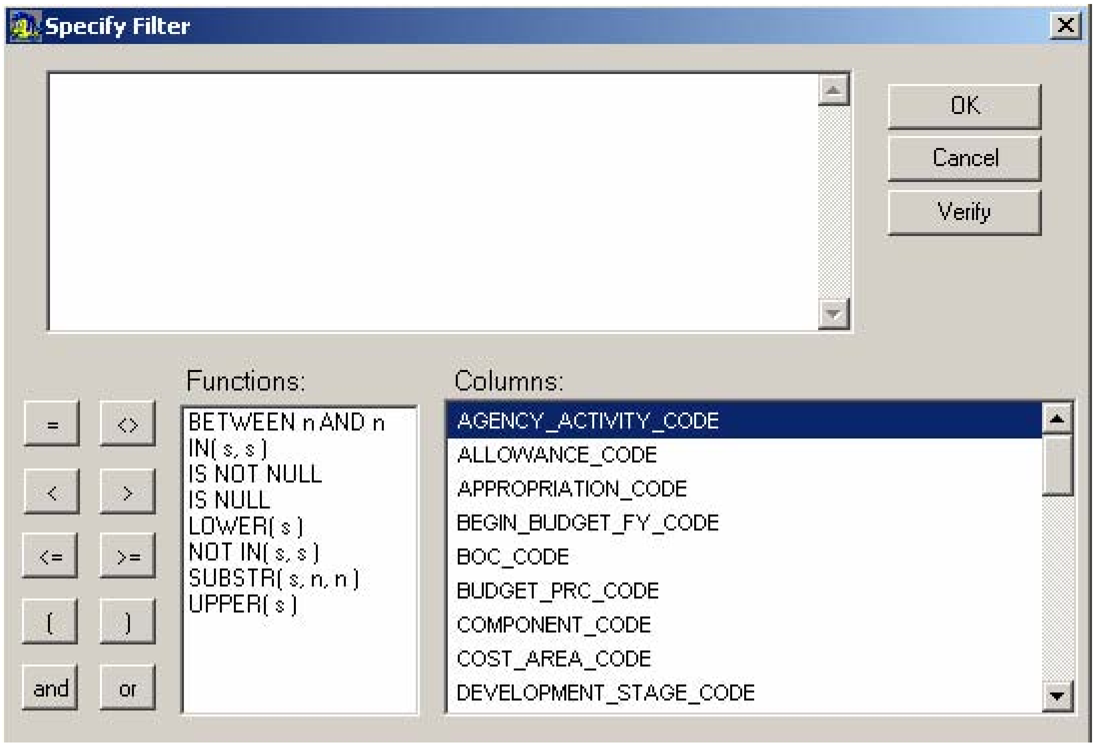
(Optional) The user can choose to have **page breaks** occur in the report on either the first, second, or third group selected. Each time that group cycles to a new value, a page break will be inserted in the report.

- Check the first, second or third check boxes labeled **Page Breaks.**
- Click **OK** to save changes or **Cancel** to close without saving

SELECTING REPORT FILTERS

Ad Hoc Reports can be filtered to only display desired information.

- Click the **Report Filter** button located near the center of the main Ad Hoc Report Screen to access the **Specify Filter** dialog box.



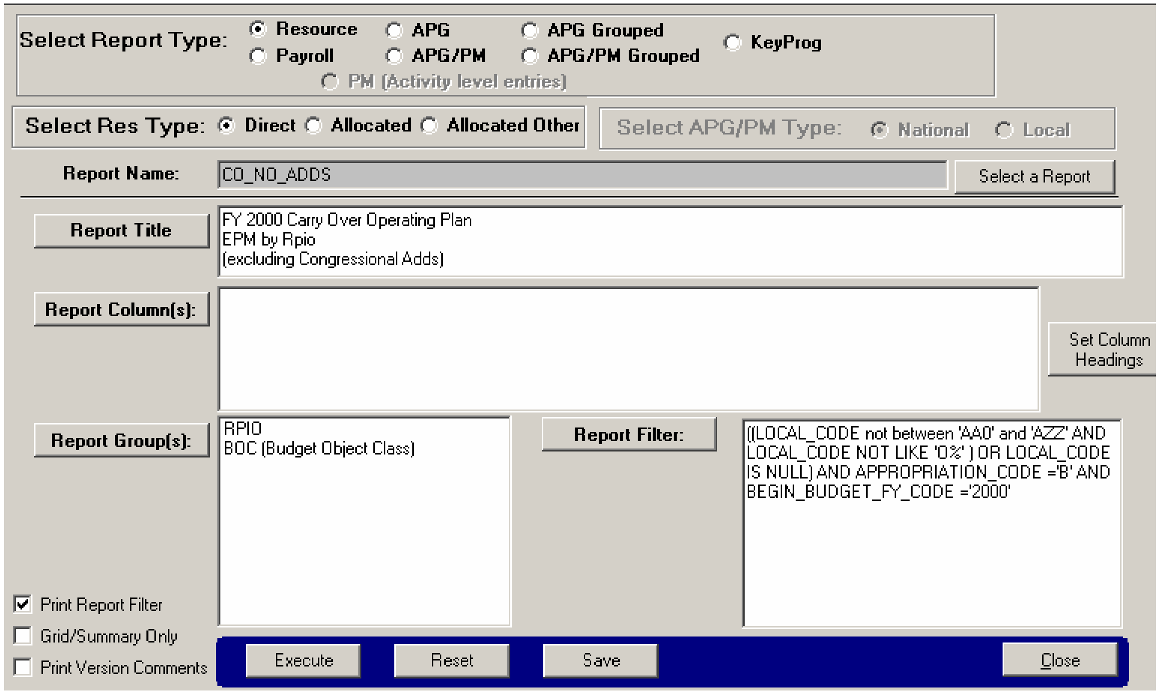
The Ad Hoc Report Filter screen is somewhat different than other BAS filter screens. There are no tabs for different expression components. To reduce the risk of syntax errors in your filter expression, double click on the components in the lists wherever possible.

- Click **Verify** to ensure that the filter syntax is valid.
- Click **OK** (or **Cancel**) to return to the main Ad Hoc reports screen.

To delete filter criteria, highlight the current filter text and press the **Delete** button, then press **OK**.

NOTE: To change a filter, the user must first delete the current filter, and then build the new filter. Otherwise, BAS will assume you want to filter an already filtered dataset.

The completed filter expression will appear in the text box to the right of the **Report Filter** button.



ADHOC FILTER FUNCTIONS:

BETWEEN n AND n	Between value and value. Where ‘X’ is between 25 and 100.
IS NULL	Allows you to Check for empty (null) values. Where ‘X’ is Null.
STRING	Sequence of Characters.
SUBSTR(SUBSTRING)	Allows you to extract a substring (Part) from a string.

IN/NOT IN	Helps reduce the need to use multiple' OR' conditions. Make Statements easier to read and more efficient.
LIKE/NOT LIKE	*Allows you to use ** wildcards in the where clause which allows you to perform pattern matching.
IS NOT NULL	Allows you to check for records that are not null.

*Although the filter **like/not like** is not in the Filter Functions pick list (as there are many generic filters commonly used in an Oracle database), you can manually type the filter.

**Common wildcards are in the form of %,*, ?

A wildcard character is a special character that represents one or more other characters. Wildcard characters can be used to represent many other characters. Use them whenever you need to define a string of characters.

FILTER EXAMPLES:

BETWEEN n AND n

(LOCAL_CODE between 'AOA' and 'AZZ') you can request for the opposite result by placing the word **not** before the' between n and n filter function'.

(LOCAL_CODE not between 'AOA' and 'AZZ')

You can also filter to a finer level of detail by adding to the same filter. For example:

(LOCAL_CODE between 'AOA' and 'AZZ' OR LOCAL_CODE LIKE 'Q%')

SUBSTRING

Substr(string, start_ position, *length*) The first position in the string is always 1. The *length* is the number of characters to extract.

SUBSTR(LOCAL_CODE,1,1) in ('Q','G,'A', 'O')= LOCAL_CODE A, Q ,G and O.

SUBSTR(LOCAL_CODE,1,3) in ('Q','G,'A', 'O')= LOCAL_CODE AOQ

IS NULL/NOT NULL

RPIO_CODE='16' and COMPONENT_CODE is not null

RPIO_CODE='16' and COMPONENT_CODE is null

IN/NOT IN

(The ‘in’ function reduces the need to use multiple *and* conditions).

Example of *and* statement:

ALLOWANCE_CODE ='01' and ALLOWANCE_CODE ='02' and ALLOWANCE_CODE=’05’

Example of *in* statement. It is equivalent to the above *and* statement.

ALLOWANCE_CODE in (01, 02, 05,)

APG FILTER/PM FILTERS

For **APG** reports, the data can be filtered by APG Class. For **PM** reports, the data can be filtered by PM Class. For **APG/PM** reports, the data can be filtered by APG Class, PM Class and PM Type.

- o Depending on data type, click on the **APG Filter** button or the **PM Filter** button (as available).
- o Select the desired choices by highlighting each selection. To de-select, click a second time.
- o If **Congressional** APG’s/PM’s are desired, click the appropriate box.
- o Click **OK**.

APG FILTER/PM FILTERS

For **APG** reports, BAS data may be filtered by APG Class. For **PM** reports, the data can be filtered by PM Class. For **APG/PM** reports, the data can be filtered by APG Class, PM Class and PM Type.

- o Depending on data type, click on the **APG Filter** button or the **PM Filter** button (as available).
- o Select the desired choices by highlighting each selection. To de-select, click a second time.
- o If **Congressional** APG’s/PM’s are desired, click the appropriate box.

OTHER APG/PM REPORT OPTIONS

Check boxes allowing other report options (example: **Print APG Code**) are listed under the **Filter** buttons and are available for refining report output.

Other Ad Hoc Settings

See also:

- ❑ Ad Hoc Report Access and Settings

- Saved Ad Hoc Reports
- Selecting Ad Hoc Report Columns
- Ad Hoc Report Groups and Filters
- Ad Hoc Report Viewing Options

PRINT REPORT FILTER

Checking this checkbox will display the Filter Expression with the report.

GRID/SUMMARY ONLY

Clicking on the Grid/Summary Only checkbox changes the report view by summarizing the report into grid/tabular format. From the grid readout, reports may be saved in a variety of formats (e.g. text file, spreadsheets, etc.).

Note: This option is not available for the Payroll report type.

PRINT VERSION COMMENTS

Clicking the checkbox for this option allows the user to include a summary section with any comments about the selected versions used in the report. Version Comments are those entered by a Superuser and are viewable on the ‘Version Status' screen.

RESET REPORT SETTINGS

To clear all of the current column, group and filter specifications, click the **Reset** button.

AD HOC REPORT VIEWING OPTIONS

See also:

- Ad Hoc Report Access and Settings

- Saved Ad Hoc Reports
- Selecting Ad Hoc Report Columns
- Ad Hoc Report Groups and Filters
- Other Ad Hoc Settings

To generate a report with your column, group, and filter specifications:

- Click the **Execute** button

The AD Hoc Report Display window will appear with the generated report and the following options:

PRINT

- Click **Print** to send your report to your local printer via a standard Print Dialog box.

PRINT PREVIEW

The **Print Preview** option allows the user to view the report in the format it will be printed, including page breaks, etc. The user can select a magnification value for the preview display.

- Click **Preview** at the bottom of the screen.
- Click the radio button corresponding to the desired **Magnification**.
- Click **OK**.

PRIOR PAGE

- Click **Prior Page** to scroll to the previous page in the report.

NEXT PAGE

- Click **Next Page** to scroll to the following page in the report.

CLOSE

- Click **Close** to return to the main Ad Hoc reports screen.

Annual Performance Goals Edit/Browse

Single Version APG Edit/Browse

See also:

- Add/Update APG Records
- Save or Delete APG's
- National and Local APG's
- Performance Measures Assigned to APG's

Annual Performance Goals for the base version are displayed in a tabular, grid format in the APG Edit/Browse Screen. This screen is a good place to view APGs assigned to an NPM/AH as they are displayed in one place; whereas, in the Resource Screen you must look at each individual Objective or Subobjective to view assigned APGs.

To access the APG E/B screen:

Click 

on the toolbar

- OR -

Select **File>Open>APG>APG Edit/Browse** from the menu

BASE VERSION SELECTION

If a base version has not yet been selected, the Version Selection Screen will appear.

NPM/AH SELECTION

The view defaults to either NPM or AH, depending on the User type.

Select an **NPM** or **AH** as appropriate from the dropdown list.

Annual performance goals for the specified inputs will populate the grid.

VIEWING AN CELL'S FULL TEXT

Click in the desired field (i.e. Fiscal Year, Allowance Holder, APG Code, APG Group, Class, Statement or Comment).

Goal, Objective, Subobjective and Strategic Target (if applicable) are automatically populated once you assign the APG to an APG group.

To assign an APG to an APG group select the **APG Grp. Maint.** button at the top of your screen.

For more details on the APG Group Maintenance Function see the APG Grp. Maint.

The entire text of the Goal, Objective Subobjective or Strategic Target will appear in the text box below the grid. A data window displays at the bottom of the screen with the full Statement or Comment text.

PM

The PM Screen will display **Available** and **Assigned** PM Targets. PM Code, Title, Target Value, Unit, Class, Type, and Congressional indicator are displayed for each PM Target. PM Targets that have been assigned to the APG are displayed in the **Assigned PM Target** list at the bottom of the screen.

The Allowance Holder code will be displayed at the bottom of the PM Screen. The AH code is the same as the AH code from the APG row on the previous **APG Edit/Browse Screen**.

- o Highlight the desired APG row.
- o Click **PM** on the button bar.

The **PM Screen** is displayed.

NPM Users can view and update PMs assigned to APGs in the **APG Edit/Browse Screen**.

For more details on the PM function see the Performance Measures Assigned to APG's

REFRESH

The **Refresh** button will close, collapse, and re-populate the current screen to ensure that the user can view all changes made by other users while the user was logged into the system. It is important to periodically use **Refresh** because the system is open to multiple users.

- o Click **Refresh** on the button bar.

SORT

The user can re-order the resource information displayed on the screen for more convenient viewing or updating.

- o Click **Sort** on the button bar.

For more details on the Sort function see the Sort Feature section.

FILTER

The user can control the scope of resource information displayed on the screen for more convenient viewing and updating.

- o Click **Filter** on the button bar.

For more details on the Filter function see the Filter Feature section.

Add/Update APG Records

See also:

- Single Version APG E/B
- Save or Delete APG's
- National and Local APG's
- Performance Measures Assigned to APG's

UPDATING EXISTING APG RECORDS

- Click in the field containing the information to be updated.
- Clicking the drop down box and re-selecting a group can update **Apg group**.
- Clicking the drop down box and re-selecting Allowance Holder can update the **Allowance Holder.**
- APG **Fiscal Year** and **APG Code** require direct manual entry.
- **Apg class** and **Congressional** can be changed by re-selecting from the drop down box.

Click in the **Statement** box. A data window is displayed at the bottom right corner of the screen. Click in the data window and manually enter **Statement** information.

Click in the **Comment** box. A data window is displayed at the bottom left corner of the screen. Click in the data window and manually enter the **Comment** information.

APG records can be created in the Single Version APG E/B. The process of creating new APG records is the same as assigning APGs in the Resource Screen. The APG Edit/Browse Screen is a useful place for entering multiple new APG records.

CREATING NEW APG RECORDS

- Highlight where the new record will reside and click **Insert** on the button bar. A new blank row is displayed.
- Enter **APG Code** (must be between one to three digits).
- Select an **APG Group** from the drop down box
- Goal, Objective, Subobjective and Strategic Target are automatically populated based on the APG group's definition.
- Select an **AH** code from the drop-down box.
- Enter **Fiscal Year** (must be four digits).
- Click in the **Statement** box. A data window is displayed at the bottom right corner of the screen. Click in the data window and enter **Statement** information

- o Select an **APG Class** from the drop-down box
- o Select "Yes" or "No" in the **Congressional** indicator field.
- o Click in the **Comment** field. A data window is displayed at the bottom left corner of the screen. Click in the data window and enter **Comment** information.
- o Click **SAVE.**

NOTE: Unless NPM user specifies Allowance Holder code, the screen will default to AH code with identical code as the RPIO "owned" by the NPM. For example, if the user selected NPM 10, the default AH code will be AH 26 because NPM 10 "owns" RPIO code 26.

CREATING DUPLICATE APG RECORDS

The NPM User may enter data more efficiently by creating duplicate rows of standard data.

- o Highlight the row to be replicated.
- o Click on the **Duplicate Row** button at the top, right of the screen. The new, replicated row appears above the previous row.
- o Select the **AH code** from the drop-down box.
- o Update any other necessary information.
- o Repeat these steps to create additional duplicated APG records.
- o Click **Save**.

Note 1: When an APG record is replicated, the Performance Measures associated with these records are also replicated. The User must reassign or unassign performance measures to the new APG record.

Note 2: AH Users do not have the ability to create duplicate APG records.

SAVE OR DELETE APG'S

See also:

- ❑ Single Version APG Edit/Browse
- ❑ Add/Update APG Records
- ❑ National and Local APG's
- ❑ Performance Measures Assigned to APG's

SAVING NEW OR UPDATED APG’S

The APG Edit/Browse Screen allows the user to add multiple new records and make multiple updates. The user is not required to click **Save** after each individual addition or update.

- Click **Save** after completing all desired additions and updates
- Click **OK** on the confirmation message: **All modified rows were updated successfully**.

DELETE APG'S

- Click anywhere in the APG record to be deleted. The entire row is highlighted
- Click **Delete** on the button bar.
- Click **OK** to confirm deletion.

PERFORMANCE MEASURES ASSIGNED TO APG'S

See also:

- Single Version APG Edit/Browse
- Add/Update APG Records
- Save or Delete APG's
- National and Local APG's

NPM Users can view and update PMs assigned to APGs in the **APG Edit/Browse Screen**.

- Highlight the desired APG row.
- Click **PM** on the button bar.

The **PM Screen** is displayed.

Viewing PM Targets

The PM Screen will display **Available** and **Assigned** PM Targets. PM Code, Title, Target Value, Unit, Class, Type, and Congressional indicator are displayed for each PM Target. PM Targets that have been assigned to the APG are displayed in the **Assigned PM Target** list at the bottom of the screen.

The Allowance Holder code will be displayed at the bottom of the PM Screen. The AH code is the same as the AH code from the APG row on the previous **APG Edit/Browse Screen**.

Headquarters AH (AHH User)

The user may view, assign, and unassign (only in OpPlan version) National and Local PM targets. The user may also edit Responsibility Center, Local Option, and Allocated Value fields for National PMs. To update these fields, simply click in the appropriate box and enter the data or select an option from the drop down menu.

Regional AH (AHR User)

The user may view National and Local PM targets. The user may not assign or unassign National PM targets. In the OpPlan version only, the user may assign and unassign Local PM targets.

OpPlan

In OpPlan versions, the NPM User can view the Allocated Value field as well as the PM Code, Title, Target Value, Unit, Class, Type, and Congressional indicator fields.

In the OpPlan, the PM Screen will also display Responsibility Center and Local Option codes displayed at the bottom of the screen along with the Allowance Holder Code. Allowance Holder code, Responsibility Center code, and Local Option are not editable by NPM user.

Assigning PM Targets

- Highlight the PM in the Available PM Targets list.
- Click the down arrow to move it to the Selected PM Targets list.
- Click SAVE.

The PM Target is now assigned to the APG.

Un-assigning PM Targets

- Highlight the PM Target in the Selected PM Targets list.
- Click the up arrow to move it back to the Available PM Targets list.
- Click SAVE.

The PM Target is now unassigned from the APG.

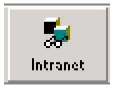
Note: The PM Screen will display Available PM Targets and Assigned PM Targets. The Available PM Target List is populated with version-specific Targets owned by the selected NPM.

Intranet

Intranet Address List

This screen provides BAS users with easy access to Intranet sites with various types of EPA-specific information. Only SuperUsers may add or delete sites from the Intranet Address List.

To access the **Intranet Address List:**

Click 

on the toolbar.

OR

Select **File>Open>Browser** from the menu

OR

Press **Ctrl + B**

INTRANET SITE SELECTION

NPM or AH users may view the list and select an Intranet site as follows:

- o Highlight the desired Intranet site on the list
- o Click **Select** from the button bar.

Glossary

Ad Hoc Report

Ad hoc report allows user to make report column, group, and filtering selections; allows for more flexibility in report design; ad hoc reports can be generated, printed, saved, and retrieved for future use.

APG

Annual Performance Goals are assigned to Performance Measures and Activities under each NPM category; these are set by NPM.

Appropriation

An Appropriation is attached to a Program Component or a Subobjective; an Appropriation is defined by establishing dollars and FTEs; when an Appropriation is established an RPIO must also be designated; further refinement requires specification of one or more activities and the associated Allowance Holders, dollars, and FTEs.

Assign

To associate an item with an Objective, Subobjective, or Resources, for example associating PMs to a Subobjective.

Available List

List of available items for selection such as the available list of Performance Measures or Sensitive Populations; the Available List option in the Resource Screen will allow the user to view all ten Goals and their Objectives and Subobjectives.

Baseline

Represents accomplishment to date. Future accomplishments will exceed this level of performance.

Base Version

Cycle, Fiscal Year, and Version selected upon initial entry into the Budget Automation System; Base Version information is displayed in all single version screens.

BOC

Budget Object Class refers to a set of EPA-wide predefined accounting categories; each Resources/Allowance Holder can have its funds reallocated by BOC in the OpPlan Phase.

Budget Execution Phase

Phase of the budget planning process involving the distribution of allocated funds and spending controls.

Collapse

To shorten and close up the Planning or Resource Trees to display less levels of information by double-clicking an expanded level's title information or by clicking on the minus sign to the left of title information.

Comment

An explanation of components such as: Key Programs, Evaluation Criteria information, APGs, or Sensitive Populations.

Comments/Explanation

Any explanatory text about the measure.

Data Source

Origin of information relevant to the specified measure (e.g. proposed measure is "concern for shellfish", data source could be SIMS, Shellfish Information Management System).

Data Type

Numeric, text, percentage, date or Yes/No. Data type selected determines the exact nature

of the values entered in target, baseline, and universe fields.

Delete

To remove information; the Delete menu option/button will remove a component such as an APG or PM.

Dropdown Box

Rectangular boxes with a down arrow that when clicked display available components for selection such as available NPMs; to select one of the available components in the drop-down box, click on the desired component.

Edit/Browse screens

Edit/Browse screens display information in a tabular, grid format that may be more convenient for viewing and updating information; Edit/Update screens also have Filter and Sort features.

Edit/Update Access

Users with Edit/Update rights are able to add, update, and delete information in versions they have been assigned edit/update access.

Evaluation Criteria

A set of data assigned to a Subobjective which identifies one of several predefined levels for various Evaluation Criteria; the criteria include initial and residual human health risk, initial and residual ecological risk, initial and residual quality of life risk, mandate information, service delivery, and sensitive population information as well as comments on the risk factors, mandate, service delivery, and sensitive population information.

Execute

Execute will retrieve information requested for an Ad Hoc Report; clicking Execute in the Ad Hoc Screen will retrieve and display the report.

Expand

To enlarge and open up the Planning or Resource Trees to display additional levels of detail for viewing or editing; can expand by double-clicking on title information or clicking on the plus sign to the left of title information.

Filter

Filter enables the user to control the scope of information displayed on a screen or in a report.

FTE

Full Time Equivalents; the quantity of staff allotted.

Goal

Descriptive information contained under a Strategic Plan, the goal information is global across all versions and Fiscal years under a Strategic Plan; additional dollars and FTEs may be assigned to a goal that is not placed.

Highlight

Select an item with a left mouse click.

Insert

To add new information; the Insert menu option/button will add a new component such as a new APG or PM.

IT Projects

A set of columns that include: Project Type, Project Name, Project Stage, Project Cost Area and two reserved columns Project Reserved 1,Project Reserved 2 (future use will be determined by APBD). These columns consist of IT Projects used to budget for agency information technology projects. These columns together are the equivalent to the site/project field in IFMS.

Key Program

Broad agency-wide initiatives assigned at the Objective level.

Log In

Log in identification used to enter the Budget Automation System; generally first initial and last name.

Long Statement

Detailed descriptive information for data such as APGs and PMs.

Managing Office

NPM-specific sub-offices, allows NPM to assign performance management at a finer level of detail.

Mandate

Evaluation Criteria information has mandate information that indicates whether there is Mandate with Penalty or Mandate Without Penalty and can also be an indicator of Binding Agreements or Public Commitments.

Measure Code

An alpha-numeric identifier unique to the measure within the NPM / Region creating the measure.

Merge

To merge and combine two Objectives and Subobjectives and all information associated to the Objective and Subobjective (i.e. APGs, PMs, Evaluation Criteria, Key Program, resource information); for example merging Objective 01 and Objective 02 will combine and append all attendant records.

Multiversion Resource Edit/Browse Screen

Resource information for a specified NPM (for up to six versions) is displayed in a tabular format; each version's data can be toggled between dollars and FTEs; Sort and Filter features enable the user to control the scope and order of resource information displayed; users with edit/update rights can add, update, or delete Dollar and FTE values.

Multiversion PM Edit/Browse Screen

Performance Measure information for a specified NPM or AH (for up to three versions) is displayed in a grid format; users with edit/update access can assign or unassign PMs.

Multiversion

Indicates information for two or more versions are displayed in a screen or a report.

National Annual Target

Total nation-wide performance target for the current FY, including contributions from HQ and Regional shareholders.

No Access

Users with No Access rights are locked out of versions and are unable to view information.

Non Commitment Indicator

Represents a measure for which performance tracking is of interest, but for which shareholders will not be held accountable for specific performance progress.

NPM

Refers to the various heads of the agencies within EPA such as OAR; security features allow each NPM to modify budget information relating to their specific agency.

In BAS, every NPM is assigned an NPM Code (usually a letter), a short title (initialism)

and a long title. NPM codes and titles are as follows:

NPM Code	NPM Short Title	NPM Long Title
A	OAR	Office of Air and Radiation
B	OW	Office of Water
C	OPPTS	Office of Pesticides and Toxic Substances

D	OSWER	Office of Solid Waste and Emergency Response
E	OECA	Office of Enforcement and Compliance Assurance
F	ORD	Office of Research and Development
G	OARM	Office of Administration and Resource Management
H	OEI	Office of Environmental Information
I	EXEC STEER	Executive Steering Committee
J	OCFO	Office of the Chief Financial Officer
L	OIA	Office of International Activities
M	ADM/STAFF	Office of Administrator /Staff
N	OGC	Office of General Council
P	INSP GEN	Office of Inspector General

Objective

Descriptive information contained under a Strategic Plan and assigned to a specific goal, the information is global across all versions and Fiscal years under a Strategic Plan; additional dollars and FTEs may be assigned to a Subobjective that is not placed in the detailed resource information; when a Program Component is not utilized, Allowance Holders/Appropriations are tied directly to the Subobjective.

OCFO

Office of Chief Financial Officer, top level of EPA, responsible for budget planning process. Contains three divisions.

OPAA

Office of Planning Analysis and Accountability; responsible for examining the budget objectives and determining if the planned goals were met and reporting the results to Congress; can access the application under a specific user account.

Operating Plan Phase

Phase of the budget planning process involving the development of blueprints for the allocation of resources, communication between Congress and the EPA regarding the budget submission (hearings), and regional as well as headquarters involvement.

Outyear Target

Strategic performance target (e.g. 5 Year Target) based on Agency strategic planning.

Planning/Formulation Phase

Phase of the budget planning process involving the estimation of resource requirements based upon specific goals and initiatives, an internal EPA review of the budget request, OMB's review of the budget request, and the President's submission of the budget to Congress.

Planning Tree

Structure in which Strategic Planning information can be viewed in the Planning Screen; information is agency-wide and not NPM or AH specific.

Planning Screen

Agency wide Goals, Objectives, Subobjectives, and Evaluation Criteria information can be created, displayed, and updated; users with update rights can add, update, or delete information; Evaluation Criteria and Sensitive Population information can be viewed and updated.

PM

Performance Measures are assigned to Annual Performance Goals and Activities.

Program Component

A subdivision of the NPM; these may or may not be used by the NPMs.

Radio Button

Radio buttons are circular and to the left of an item selection; when user clicks in a radio button the item is selected; only one item can be selected.

Refresh

Refresh closes, collapses, and reopens the current screen to ensure that the user can see any changes made by other users since logging into the system; it is important to periodically refresh the screen because the system is open to multiple users.

Regional Annual Target

Total Regional performance target for the current FY, including contributions from Regional HQ and State/Tribal shareholders.

Report Group

Report group selection for ad hoc reports involves selecting components to be displayed in the report such as NPM or Goal.

Report Column

Report column selection for ad hoc reports involves selection of versions and calculations to be displayed in the report.

Reports Screen

Pre-formatted Performance Measure, Annual Performance Goal, Key Program, Evaluation Criteria and BUD-2 reports can be generated and printed out in this screen; data in reports can be filtered before or after retrieving the report.

Resources

A Resource is a descriptive detailed entry under an Appropriation; depending upon the particular cycle of the budget process there may be dollars and FTEs associated with the Resources; each Resources must have associated an Allowance Holder.

Resource Screen

Resource information for a specified NPM or AH can displayed and updated; comparative resource information (dollars and FTEs) can be viewed for up to three different versions; users with edit/update access can add, update, or delete resource information; Key Programs, APGs, and PMs can be assigned and unassigned.

Resource Value

The dollar and FTE amount allocated to a Goal, Objective, or Subobjective.

Resource Tree

Structure in which resource information for a particular NPM or AH can be viewed at every level in the Resource Screen; Goal/Objective/Subobjective/Program Component (optional)/ Resources/ Allowance Holder or NPM (depending upon user type)/ Appropriation. The tree can be expanded and collapsed

Responsibility Center

Finer level of detail for an Allowance Holder.

Retrieve

Retrieve will fetch and display information that has been requested; for example clicking Retrieve in the Multi-version Resource Edit/Browse Screen will return resource information for the versions selected.

Risk

Initial and residual risk levels can be selected for a Subobjective's Evaluation Criteria; this information is specific to a Subobjective, version, cycle, and fiscal year.

RPIO

Refers to a group/department associated with a specified Appropriation; there is a loose one-to-one association between RPIO and NPM; each RPIO has associated to it or owns certain Allowance Holders. In BAS, every RPIO is assigned an RPIO Code (usually a letter), and a long title. RPIO codes and titles are as follows:

RPIO_Code	**RPIO Long _title**
RT	REGIONS TOTAL
11	ADMIN/STAFF
13	AA OFC. INTL. ACTIVITIES
17	OFFICE OF THE CHIEF FINANCIAL OFFICER
16	AA ADMIN & RES MGT
41	AA POLICY
77	AA ENFORCEMENT & COMPLIANCE ASSURANCE
39	GENERAL COUNSEL
35	INSPECTOR GENERAL
75	AA SOLID WASTE & EMERGENCY RESPONSE
26	AA RESEARCH AND DEVELOPMENT
20	AA PREVENTION, PESTICIDES & TOXIC SUBSTANCES
27	AA AIR & RADIATION
30	AA WATER
10	REGION 10, SEATTLE
1	REGION 1, BOSTON
2	REGION 2, NEW YORK
3	REGION 3, PHILADELPHIA
4	REGION 4, ATLANTA
5	REGION 5, CHICAGO
6	REGION 6, DALLAS
7	REGION 7, KANSAS CITY
8	REGION 8, DENVER
9	REGION 9, SAN FRANCISCO
99	EXECUTIVE STEERING COMMITTEE

98	AGENCY UNALLOCATED
18	OFFICE OF ENVIRONMENTAL INFORMATION
93	RESERVE
9H	RESERVE

Save

Save will commit information to the database and any changes (additions, updates, or deletions) will be stored; information that has not been saved will not be added, updated, or deleted and the changes will not be displayed in the future.

Security

Controls access method to specific budget information by user type; detailed security features include access by version, cycle, and the specific descriptive information.

Select

To choose an item on the screen; for example to select a Goal the user would click on the Goal title on the screen.

Selected List

List of items that have been selected from the Available List; items in the Selected List are assigned or associated such as Performance Measures or Sensitive Populations.

Sensitive Population

Selectable information associated with a Subobjective; this information is specific to a Subobjective, version, cycle, and fiscal year.

Service Delivery

Selectable information associated with a Subobjective; this information is specific to a Subobjective, version, cycle, and fiscal year.

Single Version Resource Edit/Browse Screen

Resource information for a specified NPM or AH is displayed in a grid format for the Base Version; users with edit/update access can update resource information; Sort and Filter features enable the user to control the scope and order of resource information displayed; users with edit/update access can add, update, and delete resource records.

Single Version APG Edit/Browse Screen

Annual Performance Goal information for a specified NPM or AH is displayed in a grid format for the Base Version; users with edit/update access can add, update, or delete APGs; Sort and Filter features enable the user to control the scope and order of APG information displayed.

Single Version

Indicates information for only one version (generally the Base Version) is displayed in a screen or a report.

Sort

Sort enables the user to control the order of information displayed on a screen.

Strategic Plan

The highest level of organization for the budget planning process, all budget information is arranged under the Strategic Plan by version, cycle, and fiscal year; if a goal or other descriptive information component is altered then the effect is applied to all versions under the Strategic Plan.

Superuser

An individual or account type, which has complete control over the actions or operations, applied to the budget information as well as control over security features.

Title

A descriptive statement for components such as: Goal, Objective, Subobjective, and PMs.

Unassign

To de-select an item from an Objective, Subobjective, or Resources; for example unassigning a Sensitive Population from a Subobjective.

Universe

Maximum possible performance value, regardless of FY. For example, the total number of beaches in the U.S. that are included in beach cleanup programs.

Update

To edit or change information; the Update menu option allows the user to make changes to information such as title and statement information in the Planning Screen.

Units

Descriptive text used to identify a specific function or provide context to desired performance output/outcome (e.g. a funded tribal grant = ‘Rate’, or number of ‘beaches’ to be cleaned up).

User Type

User type assigned to each user; NPM user, OC user, OPAA user, View Only user, Allowance Holder user (Regional and Headquarters); level of access to versions is dictated by the assigned user type.

User Password

User defined password required for entry into the Budget Automation System.

Version

Under each Strategic Plan there may exist numerous different versions for each phase/cycle of the budget process.

View Access

Users with View rights are only able to view information and are unable to add, update, and delete information.

Superuser Options

Group Information Screen

The Group Information Screen can be accessed from the file menu bar. Click **SECURITY**, and then select **USER/GROUP INFORMATION**. Only the Superuser has access to this screen.

The User/Group Information screen allows the user to view each group and individual user's capabilities and limitations to the Budget Automation System.

TREEVIEW OF GROUPS AND USERS

A treeview of all Groups are displayed on the left side of the screen. User Groups are Superuser, NPM User, AHR (Regional Allowance Holder), AHH (Headquarters Allowance Holder), OC User, OPAA User, and View Users.

To view all the group users, click the plus sign (+) to the left of a group in the tree. The tree will be expanded to display all users assigned to the group. User ids and the user's last name and first initial will be displayed.

VIEWING AND UPDATING GROUP INFORMATION

Double-click on the desired group to view Group Information and Group Permissions. The Group Information tab displays the group name, group type, and a brief description.

To view the group's access to versions in the system, click the Group Permissions tab to view each group's access to versions. Strategic Plan, Fiscal Year, Cycle, and Version information is displayed. Group permission (access level) for each version is displayed. The different group permissions are: No Access, View Only, and Update. The Superuser can change group permissions for a version by selecting the desired access level from the drop-down box. Click **SAVE.**

VIEWING AND UPDATING USER INFORMATION

The Superuser may view and update various information for individual users. Highlight the desired user in the treeview. Double-click on the user name. Depending upon the user's group, different information can be viewed.

User information is available for all users in all groups. The User Id, Password, user's first and last name, and any additional comments are displayed.

AHR AND AHH USERS

The Superuser can also view and update the Allowance Holder codes that AHH (Headquarters Allowance Holder) and AHR (Regional Allowance Holder) users have access to by clicking on the AH Selection tab. The Selected list displays the AH codes the user has access to. To assign the user access to additional AH codes, highlight the AH code in the Available list and click the left arrow to move the AH code to the Selected list. Click SAVE.

NPM AND RPIO USERS

The Superuser can view and update NPMs and RPIOs which NPM and OC users have access to. Click the NPM Selection tab to view the NPM codes to which the user has access. To assign the user access to more NPMs, highlight the desired NPM code in the Available list and click the left arrow to move it to the Selected list. To assign the NPM or OC user access to more RPIOs, highlight the desired RPIO code in the Available list and click the left arrow to move the RPIO code to the Selected list. Click **SAVE**.

OPAA USERS

The Superuser can assign OPAA users access to goals. Click on the Editable Goals tab to view the Goals to which the OPAA user has access. To assign the OPAA user access to more goals, highlight the desired goal in the Available list and click the left arrow to move the Goal to the Selected list. Click **SAVE**.

ADDING A NEW GROUP

To add a new group, highlight a group in the treeview and right click. Select New Group from the menu. Enter the new Group name, type, and a brief description. Click SAVE. The new group will be added to the treeview along with the other groups.

DELETING A GROUP

To delete a group, highlight the group and right click. Select Delete Group from the menu. Click YES to confirm the deletion. Remember that deleting a group will also result in the deletion of all users assigned to the group.

ADDING A NEW USER TO A GROUP

To add a new user to a group, highlight the group to which the user will be assigned. Right click and select New User from the menu. Enter User id, password, first name and last name, and any additional comments in the User Information tab. Click **SAVE.** The new user will be able to use the Budget Automation System. The new user will appear underneath the group in the tree.

DELETING A USER

The Superuser may also delete a user from a group. Highlight the user's name in the tree and right click. Click Delete User. Confirm deletion by clicking YES.

Actuals Correction

An Actual Version ("ACT" budget cycle) must be the currently selected version to view Actuals Version data in this screen (see Version Selection).

VIEWING ACTUALS VERSION DATA

- Select an RPIO code from the drop down box.
- Select the Resource Type from the drop down box on the top, right of the screen.
- Click **RETRIEVE.**

UPDATING ACTUALS VERSION DATA

- Click in the field you wish to edit.
- Select the appropriate data from the drop down box.

If a drop down box is not available, enter the change manually.

- o Click **SAVE**.

ADDING ADDITIONAL ROW (S) OF DATA

- o Click **INSERT**.

Select the necessary data from the drop down boxes and enter in the necessary data where drop down boxes are not available.

- o Click **SAVE.**

DELETING ROW(S) OF DATA

- o Highlight the row(s) you wish to delete by clicking on any field in that row.
- o Click **DELETE.**
- o Click **YES** in the Delete Confirmation message window.
- o Click **SAVE.**

Budget Maintenance

Strategic Plan

The Superuser can create a new Strategic Plan, or delete an existing Strategic Plan. Deleting an existing strategic plan will remove all data within that strategic plan from the system.

CREATE A NEW STRATEGIC PLAN

The Super User may create a new strategic plan as necessary for each new budget cycle.

Select **Budget Maintenance>Strategic Plan>Create New** from the menu.

DELETE A STRATEGIC PLAN

Select **Budget Maintenance>Strategic Plan>Delete** from the menu.

Partial Version

PARTIAL VERSION OPERATIONS

See Also:

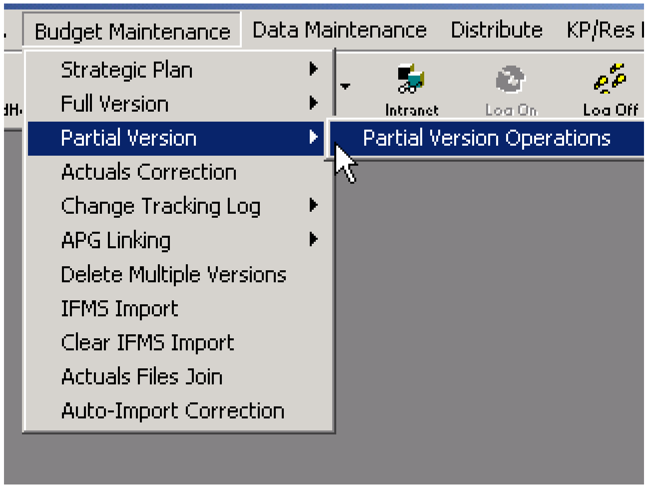
- ❑ Partial Version Resource Adjustments

- Reset Resources
- Reset National PM Targets

The Superuser can Copy, Merge and Delete Resources, Key programs, National APG's and National PM Targets. The Superuser may also adjust resources, reset resources and national PM targets.

Superusers may open the Partial Version Operations screen by:

- Selecting **Budget Maintenance** on the BAS toolbar.
- Scroll down to **Partial Version** and select **Partial Version Operations**.



COPYING

- Select **copy.**
- In the box below select **Resources** and or **Key Programs, National Apg's** and **National PM Targets**.
- Select a **Source Version** by using the drop down boxes. Select a **Strategic Plan, Fiscal Year, Cycle** and **Version**
- Select a **Target Version** by using the drop down boxes. Select a **Strategic Plan, Fiscal Year, Cycle** and **version.**
- Specify filter by choosing the column you wish to filter from the **Column Name** list. Select the value from the **value** list.
- Click **OK**

For more details on the Filter function see the Filter Feature section.

COPYING KEY PROGRAMS: Follow the steps above but note when only Key Programs are selected, only unlinked Key Programs will be copied. Target filter matches are deleted and replaced with the source filter matches

COPYING RESOURCES: Key Program links that are attached to the target filtered resources will be deleted when the resources are deleted. Only source-filtered resources will be copied and no links will be replaced.

COPYING KEY PROGRAMS AND RESOURCES: Follow the steps above but note if Key Programs and Resources are selected, targeted filtered resources will be deleted along with any links attached. Unlinked filtered key Programs will be deleted and if a key program filter is selected it will be applied to unlinked Key Programs only. Linked Key Programs will not have a Key Program filter applied to it unless a possible collision with a source unlinked Key Program exists.

MERGING

- Select **merge.**
- In the box below select **Resources** and or **Key Programs, National Apg's** and **National PM Targets**.
- Select a **Source Version** by using the drop down boxes. Select a **Strategic Plan, Fiscal Year, Cycle** and **Version**
- Select a **Target Version** by using the drop down boxes. Select a **Strategic Plan, Fiscal Year, Cycle** and **version.**
- Specify filter by choosing the column you wish to filter from the **Column Name** list. Select the **value** from the value list.
- Click **OK**

MERGING KEY PROGRAMS: Follow the steps above but note only unlinked Key Programs will be merged. Target filter matches will just result in the merging of dollars and fte's. The target factor remains the same

MERGING RESOURCES: Follow the steps above but note when resources are selected only key Programs linked to target filters will be merged.

MERGING KEY PROGRAMS AND RESOURCES: Follow the steps above but note the unlinked Key Programs will follow the rules of merging Key Programs. For linked Key Programs that match in the source and the target, the target key program succeeds and nothing changes. Linked key programs that exist in the source and not in the target will be copied over. If a resource match exists where the source **(A)** resource has two key program links and the target **(B)** has only one link, the link that exists in the source that does not exist in the target will be copied over with a factor of 0.

SOURCE (A)

Approp	SubApp	Fund	AH	RC	Local	Goal	Obj	Prg/Prj	Ag Act	RPIOAct	Comp	ITProjects	BOC	KeyProg	Dollars	FTE
B	B2	1060	01	*A	003	1	01	04	A		001		10	X2	$30.0	
B	B2	1060	01	*A	003	1	01	04	A		001		10	X4	$70.0	

TARGET (B)

Approp	SubApp	Fund	AH	RC	Local	Goal	Obj	Prg/Prj	Ag Act	RPIOAct	Comp	ITProjects	BOC	KeyProg	Dollars	FTE
B	B2	1060	01	*A	003	1	01	04	A		001		10	X2	$100.0	

RESULTS(C)

Appr	SubAppr	Fund	AH	RC	Local	Goal	Obj	Prg/Prj	AgAct	RPIOAct	PC	ItProj	BOC	KeyProg	Factor
B	B2	1060	01	*A	003	1	1	04	A		001		10	X2	1
B	B2	1060	01	*A	003	1	1	04	A		001		10	X4	0
C	C3	C2	02	*B	009	2	1	45	B		002	LAAMCT	10	X1	1

DELETING

- Select **delete.**
- In the box below select **Resources** and or **Key Programs, National Apg's** and **National PM Targets**.
- Select a **Source Version** by using the drop down boxes. Select a **Strategic Plan, Fiscal Year, Cycle** and **Version**
- Specify filter by choosing the column you wish to filter from the **Column Name** list. Select the **value** from the value list.
- Click **OK**

NOTE: If the user does not specify a filter, the rules of a full version delete will occur.

RESOURCE ADJUSTMENTS

- Select **Resource Adjustments**

In the box below it will ask: **Adjust Resource Records by Factor**

- Enter the factor you wish to adjust the Resources
- Select a **Source Version** by using the drop down boxes. Select a **Strategic Plan, Fiscal Year, Cycle** and **Version**

Specify filter by choosing the column you wish to filter from the Column Name list. Select the value from the value list

- Click **OK**

RESET RESOURCES

Select Resources or Key Programs

- Select a **Source Version** by using the drop down boxes. Select a **Strategic Plan, Fiscal Year, Cycle** and **Version**

- o Specify **filter** by choosing the column you wish to filter from the Column Name list. Select the **value** from the value list

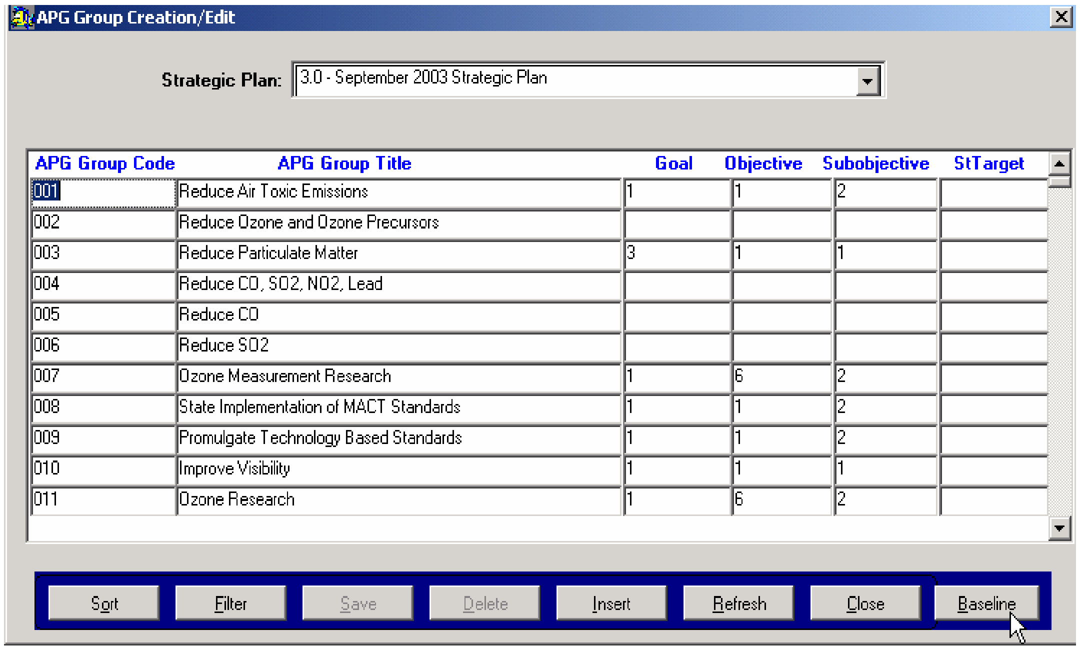
NOTE: Follow the steps above but note only unlinked Key Programs and or Resources will be reset.

APG Baseline Creation

APG Baseline Creation can be accessed through the APG Grp. Maint. Screen

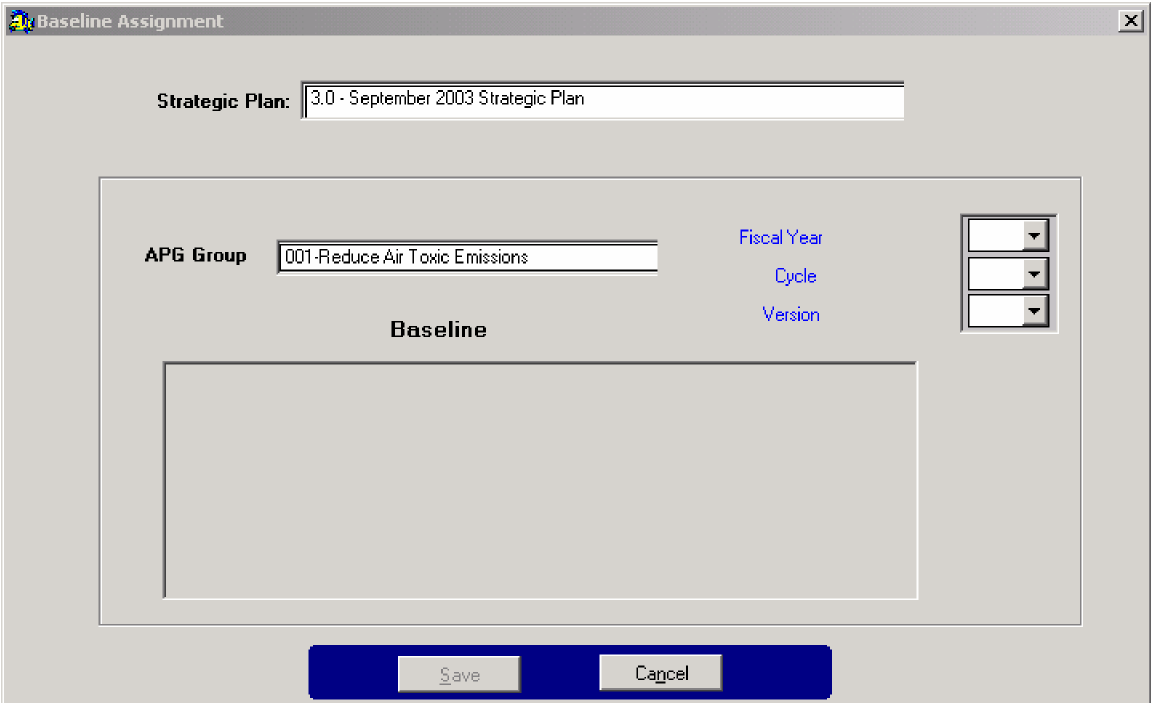
APG BASELINE CREATION

- o Select an APG Group by clicking on the row
- o Click on Baseline at the bottom of the screen



APG Group Code	APG Group Title	Goal	Objective	Subobjective	StTarget
001	Reduce Air Toxic Emissions	1	1	2	
002	Reduce Ozone and Ozone Precursors				
003	Reduce Particulate Matter	3	1	1	
004	Reduce CO, SO2, NO2, Lead				
005	Reduce CO				
006	Reduce SO2				
007	Ozone Measurement Research	1	6	2	
008	State Implementation of MACT Standards	1	1	2	
009	Promulgate Technology Based Standards	1	1	2	
010	Improve Visibility	1	1	1	
011	Ozone Research	1	6	2	

A new screen will pop up labeled Baseline Assignment with a grayed out box on the right side of the screen.



- Place your curser in the box and select **Fiscal Year** from the drop down menu.
- Select the **cycle** from the drop down menu.
- Select the **version** from the drop down menu.
- Enter the text you want assigned in the box below
- Click **save.**

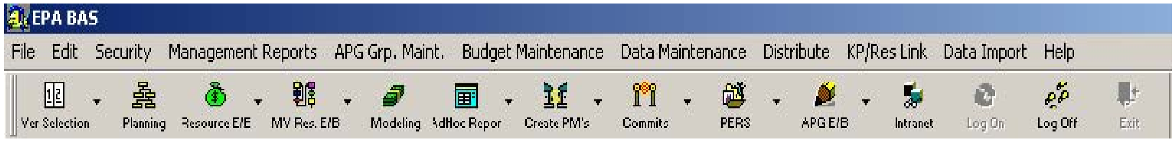
APG Groups Creation

The Superuser can create an APG Group and an APG Group Title the Superuser can assign Goal, Objective, Subobjective, and Strategic Target and can assign Baseline to APG Groups.

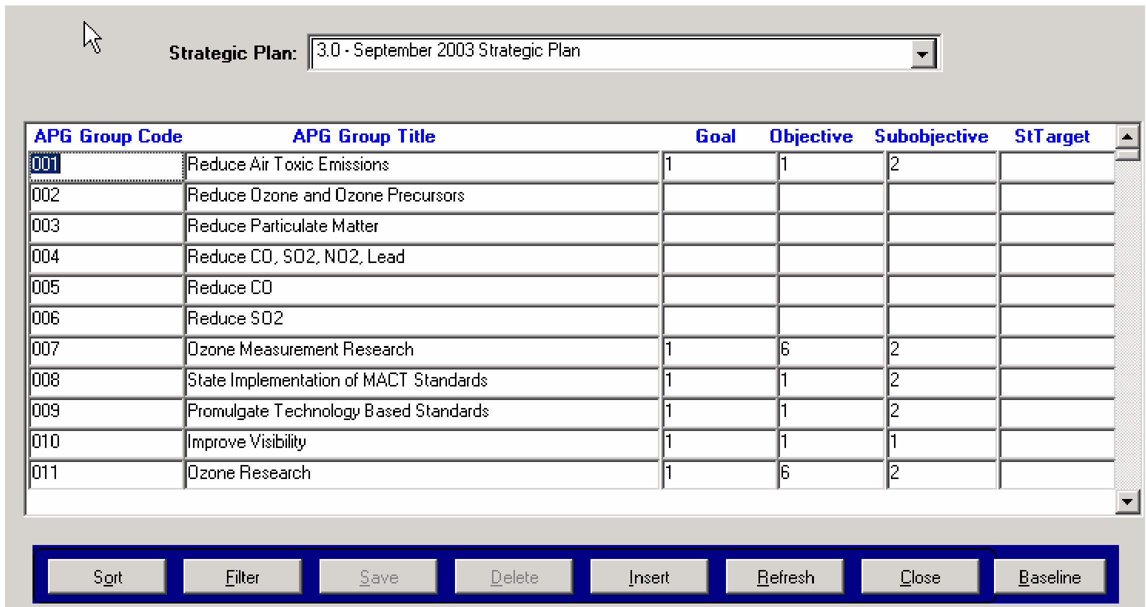
The NPM user can edit and add a Goal, Objective, Subobjective and Strategic Target. The NPM user can also assign Baseline

CREATING AN APG GROUP

To Access the **APG Grp. Maint**. Button:



- o Click on the toolbar.



The APG Screen will appear

- o Click on the **insert** button
- o Add the APG Group Code, title, goal, objective, subobjective and strategic Target
- o Click **save**

SORT

The user can re-order the resource information displayed on the screen for more convenient viewing or updating.

- o Click **Sort** at the bottom of the screen.

For more details on the Sort function see the Sort Feature section.

FILTER

The user can control the scope of resource information displayed on the screen for more convenient viewing and updating.

- Click **Filter** at the bottom of the screen.

For more details on the Filter function see the Filter Feature section.

REFRESH

Clicking the Refresh button will ensure the User is viewing all information that has been added, updated, and deleted by other users while the User was logged into the system. When Refresh is clicked, the screen collapses and is re-populated with all current information

Click Refresh at the bottom of the screen

BASELINE

The Super user and the NPM user can assign a Baseline.

Click Baseline at the bottom of the screen.

For more details on the Baseline function see the APG Baseline Creation section

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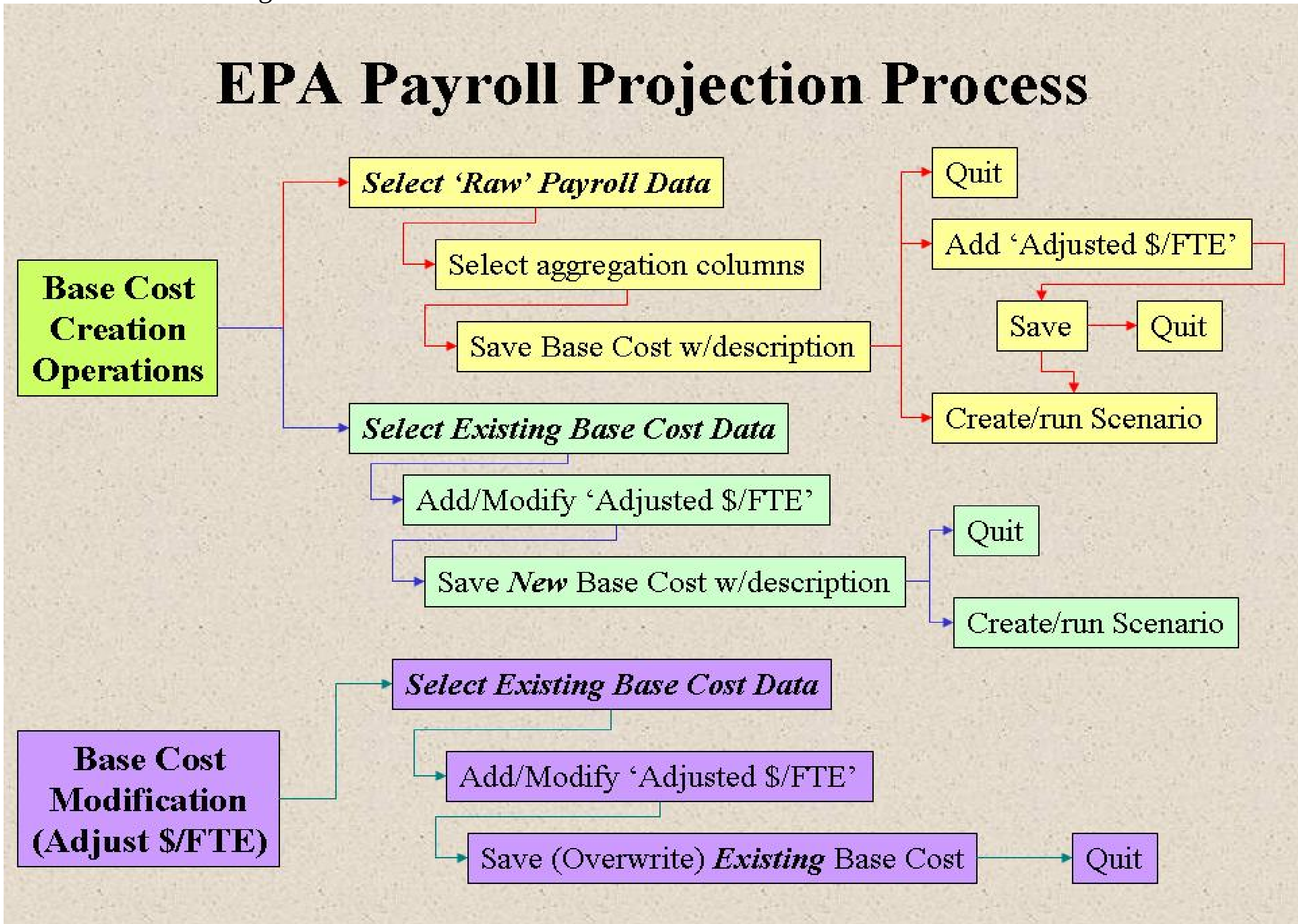
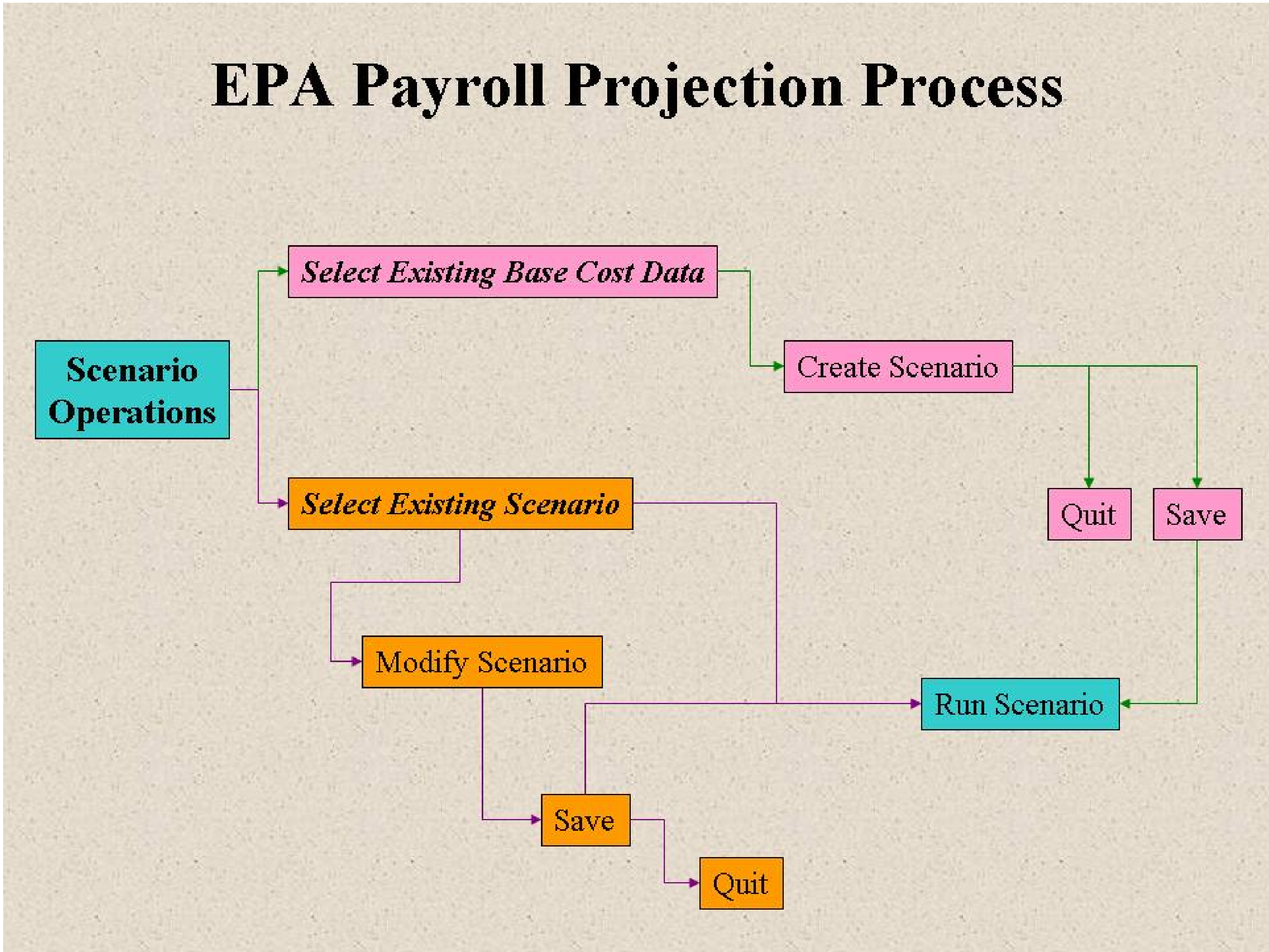
Addendum – Modeling




EPA Payroll Projection Process
Scenario Operations
Select Existing Base Cost Data
Create Scenario
Quit
Save
Select Existing Scenario
Modify Scenario
Run Scenario
Save
Quit